

Palm Beach Community College
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Lake Worth, FL 33461-4796

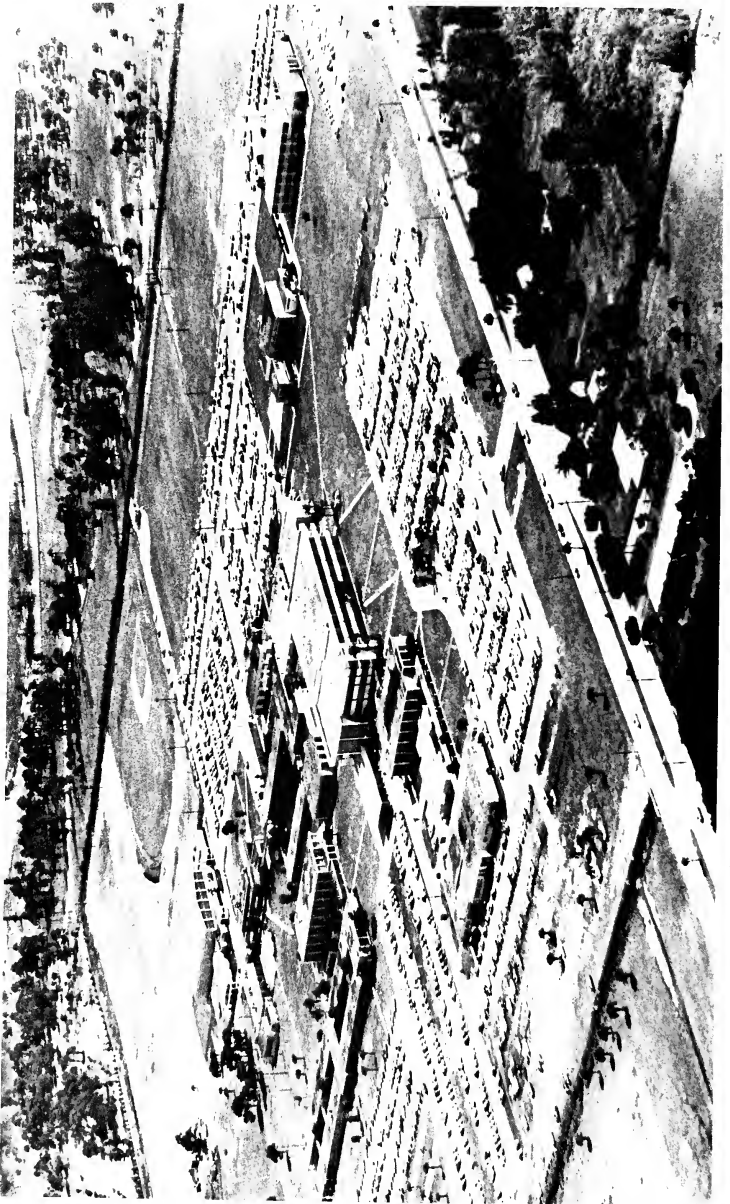
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THE BULLETIN

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CONTENTS	2
ADMINISTRATION	3
CALENDAR	4
FACULTY	7
PART TIME FACULTY	17
EMERITUS FACULTY	18
SPECIAL STAFF	18
OFFICE STAFF	19

Contents

Calendar	4
Faculty	7
Part-Time Faculty	17
Emeritus Faculty	18
Special Staff	18
Office Staff	19
THIS IS PBJC	21-44
History	26
Evening Classes	29
Student Activities	29
Student Personnel Services	31
Student Financial Aid	34
Student Body Organizations	41
GENERAL REGULATIONS	45-56
Methods of Admission	46
Admission Procedures	48
PBJC Fees	50
Federal Education Benefits	52
Probationary Status	53
Student Classifications	53
Attendance	54
Grading	55
Policies	55
HOW TO CHOOSE YOUR PROGRAM	57-68
Non-Degree Programs	58
Associate in Science	59
Associate in Arts	60
Graduation Requirements	62
Help in Making Your Choice	63
DEPARTMENTS AND MAJORS LIST	64
UNIVERSITY PARALLEL MAJORS LIST	67
SPECIALIZED, BUSINESS, TECHNICAL AND PROFESSIONAL MAJORS LIST	68
DEPARTMENTS, PROGRAMS AND COURSES	69-172
How To Use This Section	70
Art	72
Basic Studies	80
Biology	81
Business	87
Chemistry	106
Data Processing	108
Dental Health	112
Engineering & Physics	117
English	131
Foreign Language	136
Health, Physical Education and Recreation	139
Library	146
Mathematics	148
Music	151
Nursing	157
Social Science	160
Extension Classes, Workshops	171
Workshops	172

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Calendar

SPRING TERM—First Session 1969-70

April 10	Last day to make application for admission as a day student, 3:00 p.m.
April 17	Final day to complete all application procedures for admission as a day student, 3:00 p.m.
April 17	Final testing for all new day students who have not taken the Florida 12th grade test or ACT 8:00 a.m. (excluding transfers)
April 17	Last day to reactivate files for day school
May 7	Orientation, Counseling and Registration by appointment for all new or transfer day students and others not in attendance 1969-70 Winter Term
May 8	Late Registration
May 11	Classes begin
May 11, 12	Days to correct schedules due to error only (9:00 a.m.—12:00 noon, day students) (7:00—9:00 p.m., evening students)
May 22	Last day to withdraw from class with a "W"
May 22	Last day to complete application for graduation
May 25	Memorial Day Holiday
June 5	Last day to withdraw with a "WP" or "WF"
		No student permitted to withdraw from a class after this date
June 19	Final examinations. All grades due in Registrar's Office by 4:00 p.m., June 19
June 19	End of First Session

SPRING TERM—Second Session 1969-70

June 1	Last day to make application for admission as a day student, 3:00 p.m.
June 8	Final day to complete all application procedures for admission as a day student, 3:00 p.m.
June 9	Final testing for all new day students who have not taken the Florida 12th grade test or ACT 8:00 a.m. (excluding transfers)
June 9	Last day to reactivate files for day school
June 22	Orientation, Counseling and Registration by appointment for all new or transfer day students and others not in attendance 1969-70 Winter Term or First Session, Spring Term, 7:30 a.m.—3:30 p.m.
June 22	Registration by appointment for returning day students
		Registration for evening students, 7:00—9:30 p.m.
June 23	Late Registration
June 23	Classes begin
June 23, 24	Days to correct schedules due to error only (9:00 a.m.—12:00 noon, day students) (7:00—9:00 p.m., evening students)
July 3	Last day to withdraw from class with a "W"
July 3	Last day to complete application for graduation
July 17	Last day to withdraw with a "WP" or "WF"
		No student permitted to withdraw from a class after this date
July 31	Final examinations. All grades due in Registrar's Office by 4:00 p.m., July 31
July 31	End of Term

FALL TERM-1970-71

July 17	Last day to make application for admission as a day student, 3:00 p.m.
July 31	Final day to complete all application procedures for admission as a day student, 3:00 p.m.
August 3	Final testing for all new day students who have not taken the Florida 12th grade test or ACT, 8:00 a.m. (excluding transfers)
August 3	Last day to reactivate files for day school
August 10	Faculty Reports
August 11	Orientation and Counseling for Groups I and II
	Students not in attendance during 1970 Winter or Spring Terms, 8:00 a.m.—3:00 p.m.
August 12	Orientation and Counseling for Groups III and IV
	Students not in attendance during 1970 Winter or Spring Terms, 8:00 a.m.—3:00 p.m.
August 13	Counseling for students who failed to get counseled during Winter or Spring Terms, 1/2 day, 8:00 a.m.—12:00 noon
August 17	Registration by appointment only for all returning day students
August 17	Registration for returning evening students, 7:00—9:30 p.m.
August 18	Registration for new day students
August 18, 19	Registration for returning evening students, 7:00—9:30 p.m.
August 19	Clean-up registration for all day students, 8:00—12:00 noon
August 20	Late registration for day students who met all entrance requirements as of July 31, 8:00—12:00 noon
	Late registration for evening students, 7:00—9:00 p.m.
August 24	Classes Begin
August 24—28	Days to correct schedules due to error only (9:00 a.m.—12:00 noon, day students)
August 24—27	(7:00—9:00 p.m., evening students)
September 7	Labor Day Holiday
September 25	Last day to complete application for graduation
October 16	Eight Weeks Progress Report Period ends. Grades are due in Registrar's Office Wednesday, October 21, 9:00 a.m.
November 11	Veterans Day Holiday
November 25	Last day to withdraw from class with a "W"
	Evening classes only. Last day to change from credit to audit
November 26, 27	Thanksgiving Holidays
December 14—18	Final examinations. All grades due in Registrar's Office on or before 4:00 p.m., December 18
December 18	End of Fall Term

WINTER TERM-1970-71

December 1	Last day to make application for admission as day student, 3:00 p.m.
December 11	Last day to complete application procedures as a day student, 3:00 p.m.
December 14	Final testing for all new day students who have not taken the Florida 12th grade test or ACT, 8:00 a.m. (excluding transfers)
December 14	Last day to reactivate files for day school
January 4	Faculty Reports
January 4	Orientation and Counseling for all new day students not in attendance during 1970 Fall Term, 8:00 a.m.—3:00 p.m.
January 5	Registration by appointment for all returning day students
January 5	Registration for returning evening students
January 6	Registration for all returning day students, 8:00—12:00 noon
January 6	New students who were counseled on January 4, 1:00 p.m.
January 7	Registration for new and other returning evening students
January 8	Late registration for day students who met all entrance requirements as of December 11, 8:00 a.m.—12:00 noon
	Late registration for evening students, 7:00—9:00 p.m.
January 11	Classes Begin
January 11—15	Days for correcting schedules due to error only (9:00 a.m.—12:00 noon, day students)
	(7:00—9:00 p.m., evening students)

WINTER TERM—1970-71 (Cont'd)

February 12	Last day to complete application for graduation
March 5	Eight Weeks Progress Report Period ends. Grades due in Registrar's Office Wednesday, March 10, 9:00 a.m.
April 9, 12	Easter Holidays
April 14	Last day to withdraw from class with a "W" Evening classes only. Last day to change from credit to audit
April 28—May 4	Final examinations. Grades due in Registrar's Office by 9:00 a.m., May 5, 1969
May 11	Commencement Exercises

SPRING TERM—First Session 1970-71

April 9	Last day to make application for admission as a day student, 3:00 p.m.
April 16	Final day to complete all application procedures for admission as a day student, 3:00 p.m.
April 16	Final testing for all new day students who have not taken the Florida 12th grade test or ACT, 8:00 a.m. (excluding transfers)
April 19	Last day to reactivate files for day school
May 12	Orientation, Counseling and Registration by appointment for all new or transfer day students and others not in attendance 1970-71 Winter Term
May 13	Late Registration
May 13	Classes Begin
May 13	Days to correct schedules due to error only (9:00 a.m.—12:00 noon, day students only)
May 14	(7:00—9:00 p.m., evening students only)
May 17	Last day to complete application for graduation
May 21	Memorial Day Holiday
May 31	Last day to withdraw from class with a "W" Evening classes only. Last day to change from credit to audit
June 16	Final examinations. All grades due in Registrar's Office by 9:00 a.m., June 25
June 24	End of First Session

SPRING TERM—Second Session 1970-71

June 1	Last day to make application for admission as a day student, 3:00 p.m.
June 11	Final day to complete all application procedures for admission as a day student, 3:00 p.m.
June 14	Final testing for all new day students who have not taken the Florida 12th grade test or ACT, 8:00 a.m. (excluding transfers)
June 14	Last day to reactivate files for day school
June 28	Orientation, Counseling and Registration by appointment for all new or transfer day students and others not in attendance 1970-71 Winter Term or First Session, Spring Term, 8:00 a.m.—3:00 p.m.
June 28	Registration for new students, 1:00 p.m.
June 28	Registration for evening students, 7:00—9:30 p.m.
June 29	Late Registration
June 29	Classes Begin
June 29, 30	Days to correct schedules due to error only (9:00 a.m.—12:00 noon, day students) (7:00—9:00 p.m., evening students)
July 2	Last day to complete application for graduation
July 29	Last day to withdraw from class with a "W" Evening classes only. Last day to change from credit to audit
August 6	Final examinations. All grades due in Registrar's Office by 4:00 p.m., August 6
August 6	End of Term

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MUSTO, ARTHUR E.	Speech and Drama
B.F.A., Carnegie Institute of Technology	
M.A., University of Connecticut	
MYATT, ELEANOR J.	Social Science
A.B., William Smith College	
M.A., Smith College	
O'NEILL, JOHN L.	Social Science
B.A., George Washington University	
M.A., University of Southern Calif., L.A.	
M.A.T., University of Florida	
PAYNE, JOSEPH O.	Social Science
B.A., Erskine College	
M.Ed., University of North Carolina	
PEREZ, FRANK H.	French, Spanish
A.B., M.A., University of Miami	
PHILLIPS, EMMA J.	English
B.A., M.A., Indiana University	
Ph.D., Indiana University	
PLATT, JOHN W. JR.	English
A.B., Wofford College	
M.A., University of South Carolina	
PRENTICE, MAVILENE	Home Economics
B.S., University of Alabama	
M.S., Purdue University	
PRYWELLER, SEYMOUR	Music
B.Mus.Ed., M.Mus.Ed., Indiana University	
PUGH, EDWIN V.	Social Science
B.S., Geneva College	
M.A., University of Pittsburgh	
QUISENBERRY, SARAH M.	Physical Education
B.S. M.A.E., Murray State College	
RADER, JENNINGS B.	Engineering Graphics
A.A., Pfeiffer College	
B.A., M.A., George Peabody College for Teachers	
RAMOS, ARTHUR C.	Physics, Physical Science
B.S., M.A., Middle Tennessee State University	
REINECKE, HELEN E.	Nursing
R.N., B.S., Columbia University	
M.A., Florida Atlantic University	
REYNOLDS, HOWARD M.	Health, Physical Education and Recreation
B.A., M.A., Ed.D., University of Kentucky	
RIVE, JULIO R.	Hotel—Food Service
B.A., University of Richmond	
M.S., Florida State University	
ROBERTS, BENJAMIN S.	Librarian
B.S., Georgetown University	
M.A., Florida State University	
ROBERTSON, EILEEN M.	Data Processing
B.S., University of Florida	
M.S., University of Montana	
ROBINSON, ROY	Physics
B.S., St. Ambrose College	
M.S., University of North Dakota	
ROYALL, WALTER H.	Data Processing
B.A., McMaster University	

ROYCE, LETHA MADGE	Chairman, Department of Music
B.M., M.M., Florida State University	
SAILE, MARCIA C.	Mathematics
A.B., Houghton College	
M.A., University of Michigan	
SAMMONS, H. DOUGLAS, JR.	Biology
A.A., Palm Beach Junior College	
B.S., University of Maryland	
M.S., Florida State University	
SCHILD, MILDRED M.	Mathematics
A.B., Florida State University	
M.A., University of North Carolina	
SCHMIEDERER, JOHN M.	Biology
A.B., Washington University	
M.S., Florida State University	
SEARS, DOROTHY M.	Business Education
A.B., Catawba College	
M.A., Appalachian State University	
SEEMAYER, DELORES	Health Education
B.S.N.E., M.S., Florida State University	
SHAW, ROBERT G.	Mathematics
B.S., Wake Forest College	
M.Ed., University of North Carolina	
SLATERY, W. PATRICK	Art
A.B., University of Chattanooga	
M.A., East Tennessee State University	
SMITH, RICHARD M.	Art
B.A., University of Missouri	
M.A., Washington University	
SMITH, SUE C.	Business Education
B.S., Bethel College	
M.A., Peabody College	
STOLL, KENNETH E.	Physics, Mathematics
B.S., M.S., University of Kentucky	
SULLIVAN, NELL F.	Nursing
R.N., St. Thomas Hospital	
B.S., University of Tennessee	
SUTHERLAND, CHARLES L., JR.	Social Science
B.S., Florida Southern College	
M.S., Springfield College	
SWEET, RAYMOND W.	Mathematics
B.A., M.A., State College of Iowa	
TANNER, JAMES W.	Physical Education
B.S., M.S., Northwest Missouri State College	
TATE, G.T.	Director of Business Affairs
B.S., State College, Lockhaven, Pennsylvania	
M.S., Florida State University	
TAYLOR, SALLIE R.	English, Logic
A.B., Florida State University	
M.A., University of Florida	
THOMAS, MILTON U.	Audio Visual Co-ordinator
B.S.Ed., State Teachers College, California, Pa.	
M.A.Ed., (AV), Appalachian State University	
TKACH, NANCY A.	Dental Hygiene
Dental Hygiene Diploma, Marquette University	
TOMASELLO, MEACHAM O.	English, Logic
A.B., M.A., Florida State University	

TOOHEY, CHARLES G.	Chemistry
B.S., Murray State College	
M.S., University of Mississippi	
TOOMATH, MARJORIE A.	Dental Hygiene
Cortland State University	
R.D.H., Eastman Dental Dispensary	
TRAVIS, RICHARD L.	Mathematics
B.S., M.S., New York State College at Brockport	
TRICHLER, JAMES R.	Dental Laboratory Technology
C.D.T.	
TROY, CHERYL	Dental Hygiene
R.D.H., B.S., Ohio State University	
TRUCHELUT, GEORGE B.	Chairman, Department of Chemistry
A.B., M.S., Emory University	
Ph.D., Texas A. & M. University	
TUCKER, HENRY W.	Social Science
B.S., Western Kentucky State College	
M.S., University of Kentucky	
TUTTLE, LAWRENCE D.	Law Enforcement
A.A., George Washington University	
B.S., Florida Atlantic University	
VAN DUZEE, REGINA M.	Business Education
B.B.A., M.B.A., University of Minnesota	
WADE, IDELLA B.	Librarian
B.S., Florida A & M University	
M.S.L.S., Atlanta University	
WARNER, LEON B.	Chairman, Guidance Center
A.B., Union College	
M.Ed., University of Rochester	
WASHBURN, DALE W.	Director, Data Processing
B.S., University of Michigan	
M.S., University of Florida	
WHATLEY, MILDRED M.	Mathematics
B.A., Birmingham Southern College	
M.A., University of Alabama	
WHITMER, DON C.	Chairman, Departments of Engineering Technology and Physics
B.S., Iowa State College	
M.A., University of Alabama	
WIDDOWS, RUTHANNA R.	Business Administration, Retailing
B.S., Miami University	
M.S., New York University	
WING, RUTH W.	Chairman, Department of Mathematics
B.A., Westminster College	
M.S., Florida State University	
YOUNT, ROBERT L.	Mathematics
B.A., University of Iowa	
M.S., Purdue University	

PART-TIME INSTRUCTORS

ADAMS, L. HOYT	Electronics
B.S.E.E., Clemson University	

BLANC, FRANCOIS J.	Restaurant and Hotel Service Mgt.
Hotel School, Paris, France	
BOOK, BEVERLY W.	Home Economics
B.S., Florida State University	
BRUCE, C. NEIL	Data Processing
E.E., Bliss Electrical School	
BRUCE, OWEN D.	Data Processing
Indiana University	
CAREW, MARJORIE P.	Social Science
B.A., M.A., Florida Atlantic University	
DROLSHAGEN, JOHN E.	Accounting
B.S., University of Detroit	
HANEY, J. RODNEY	Insurance
B.A., University of Florida	
HESSE, FRANK R.	Data Processing
Benjamin Franklin University	
University of Colorado	
JANES, THELMA	Nutrition
B.S., University of Louisville	
M.S., Iowa State University	
KELLER, ALBERT F.	Environmental Science
A.B., B.D., Duke University	
KITZINGER, WILLIAM A.	Fire Science Technology
University of Wisconsin	
LUDWIG, EDWIN F.	Engineering Technology
B.S., Tri-State College	
McQUAGGE, AILEEN F.	Business Education
A.B., West Liberty State College	
B.E., University of Pittsburgh	
MAJEWSKI, DONALD E.	Law Enforcement
Jamestown University	
MARILL, EDGARDO J.	Data Processing
B.S., Juniata College	
B.I.E., M.S.E., University of Florida	
MILKINS, ROBERT E.	Fire Science Technology
CDAE Radiological Monitoring Instr. Course	
Defense Officers Course	
MOORE, THELMA E.	Hotel-Motel-Restaurant
Palm Beach Junior College	
University of Florida—Ext.	
MOUNTS, MARVIN U., JR.	Law Enforcement
B.A., University of the South	
L.L.B., University of Florida	
NORTON, MARLENE M.	Data Processing
B.A., Mt. St. Joseph College	
O'CONNELL, PHILLIP D., JR.	Insurance
B.S., Florida State University	
J.D., Stetson University	
PANOS, GEORGE C.	Surveying Technology
R.L.S.	
PELKONEN, EDWIN	Tailoring
Charles J. Stone Foundation Institute	
ROBINSON, TRINETTE	Social Science
A.A., Palm Beach Junior College	
B.A., Florida Atlantic University	

ROSENBERG, MARVIN M.	Dental Hygiene
D.S.S., N.Y.U. College of Dentistry	
SANDEFER, AARON E.	Data Processing
Howard College	
SIBLEY, RUTH E.	Fashion Design
Pepin Fashion Academy	
TYDINGS, WILLIAM E., III	Surveying Technology
A.A., Palm Beach Junior College	
WALTERS, JOHN CLAUDE	Religion
A.B., Stetson University	
B.D., Southwestern Baptist Theological Seminary	

EMERITUS FACULTY

MARY SUSAN ALBERTSON	Chairman, Biology Dept. 1933-1963
B.S., Cornell University; M.A., Columbia University	
HOWARD BAKER	Biology 1958-1969
B.S., M.S., Kansas State Teachers College	
RACHEL F. CROZIER	Dean of Women 1938-1963
B.S.E., University of Arkansas; M.A., University of Florida	
REUBEN EBERT	Mathematics 1965-1967
B.Ed., Illinois State Normal University	
M.A., Columbia University	
Ph.D., New York University	
IMOGENE A. GROSS	Chemistry, Physics 1933-1956
B.S., Georgia State College for Women; M.A., Johns Hopkins University	
NINA K. JENSEN	Chairman, Art Dept. 1948-1964
B.S., M.A., Diploma of Fine Arts, Columbia University	
MARIAN F. MORSE	Psychology, Social Studies 1934-1955
A.B., Smith College; M.A., Florida State University	
THELMA C. OKERSTROM	Business Education 1955-1968
A.B., Marshall College; M.Ed., University of Pittsburgh	
DOROTHY M. PEED	English 1960-1969
B.S., Tufts University; M.A., Florida State University	
ELIZABETH S. REYNOLDS	Librarian 1945-1963
B.A., Florida State University; B.A., in L.S., Emory University	
LILLIAN SMILEY	Chairman, Nursing Dept. 1959-1969
R.N., Washington University School of Nursing	
B.S., M.A., Columbia University	

SPECIAL STAFF

SALLY ANN BARROWS	Programmer
RUTH BROFFT	Bookstore Manager
CLAUDE A. EDWARDS	Director of Physical Plant
LLOYD A. FINTON	Audio-Visual Technician
LELAND M. HODGKINS	Purchasing Agent
JONATHAN W. KOONTZ	Coordinator of News Bureau and Information Services
A.B., High Point College	
M.A., Columbia University	
SUEBETH M. MARMET (Part time)	Clinic Nurse
ANDREW J. MEADOR	Systems Analyst
J. BARRY ROGERS	Controller
A.A., Palm Beach Junior College	
B.S., Florida State University	
GEORGE R. SCHNEIDER	Sr. Programmer
FRANKLIN C. WOODS	Accountant
B.S., Kansas State University	



OFFICE STAFF

Edith I. Aaltonen	Accounting Machine Operator I
Barbara A. Braeunig	Clerk-Typist I
Barbara R. Belleman	Clerk-Typist I
Janice S. Blakeney	Apprentice Key Punch Verifier Opr.
Sharon K. Blankenship	Clerk-Typist I
Lynn M. Bush	Supervisor of Tab Equipment
Meta C. Campbell	Clerk-Typist I
Nancy Y. Campbell	Accounting Clerk I
Rebecca J. Cates	Receptionist-Clerk II
Betty L. Childers	Secretary II
Patricia A. Cook	Clerk-Typist I
Jeanne F. Creighton	Clerk-Typist I
Mary K. Crocco	Clerk-Typist I
Joyce M. Crosby	Clerk-Typist I
Aileen A. Dahlbert	Clerk-Typist I
Jean K. Davis	Accounting Clerk III

Mabel H. Depew	Clerk-Typist I
Lucretia H. Domal	Clerk-Typist I
Dean L. Dover	Clerk-Typist II
Evelyn Dower	Secretary I
May E. Fecitt	Secretary I
Teresa Formaz	Library Clerk I
Isabell Z. Fouse	Clerk-Typist I
Sue F. Frazier	Secretary III
Mary Ann Giel	Clerk-Typist III
Marie T. Goulet	Library Clerk I
Bonnie I. Griffin	Secretary III
Mary Jane Hamilton	Library Clerk I
Harland L. Hankins	Computer Opr. I
Edna M. Hardy	Clerk Typist I
Marjorie L. Harmeyer	Duplicating Center Supervisor
Muriel J. Harris	Clerk Typist I
Elizabeth H. Harter	Clerk-Typist I
Lotte M. Hookey	Secretary II
Louise L. Howard	Clerk-Typist I
Bernice E. Hull	Jr. Accounting Clerk
Jane Joffre	Library Clerk II
Peggy G. Jones	App. Key Punch Opr.
Dorothea Z. Kahle	App. Accounting Machine Opr.
Lois G. Kaskey	P.B.X. Clerk II
Anna Mae Kiger	Clerk-Typist I
Sara J. Knapp	Computer Opr.
Kittie L. Lowry	Clerk-Typist I
Sonia M. Mattson	Accounting Clerk V
Jessie McKenna	Records Clerk
Deloria M. McMillan	Assistant Bookstore Manager
Mildred E. Niesz	Clerk-Typist I
Elizabeth H. Nobis	Secretary IV
Patricia D. Palmer	Clerk-Typist I
J. Elizabeth Ramsey	Purchasing Clerk
Bertha L. Rand	Clerk-Typist II
Marie C. Roberts	Library Clerk I
Alice D. Rudy	Secretary I
Betty J. Sanders	Clerk-Typist I
Lena C. Silber	Clerk-Typist I
Joyce A. Smith	Secretary I
Mary L. Smith	Clerk-Typist I
Marion W. Southard	Clerk-Typist III
Marion Lois Sprague	Clerk-Typist I
Joyce S. St. Bernard	Clerk-Steno I
Mamie H. Sumicz	Apprentice Tab Equipment Opr.
Sharon D. Swafford	Property Records Coordinator
Loretta P. Taylor	Bursar-Cashier
Arlene Tiddens	Clerk-Typist I
Zoe C. Walter	Library Clerk I
Betty L. Watson	Clerk-Typist I
Wilma T. Weigel	Accounting Clerk III
Marilyn K. Whetzel	Department Technician
Vera C. Williams	Library Clerk II
Edna D. Wilson	Administrative Assistant to Registrar
Irma M. Wolstencroft	Cashier-Clerk
Norma A. Woodyard	Secretary III
E. Joy Zimmerman	Dental Research Clinic Clerk



This Is PBJC

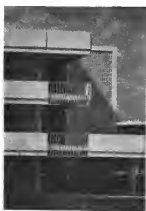
HISTORY	26
EVENING CLASSES	29
STUDENT ACTIVITIES	29
STUDENT PERSONNEL SERVICES	31
STUDENT FINANCIAL AID	34
STUDENT BODY ORGANIZATIONS	41



The Palm Beach Junior College campus is on 114 acres of the table-top flat land of south Florida, sloping gently south and east from the intersection of Lake Worth Road and Congress Avenue to Lake Osborne.

The first planning for the campus, in 1955, occurred at a time when architectural thought leaned to widely spread buildings and open vistas, and by 1963 it took a brisk walk to cross the entire campus in the ten minutes between classes.

Architectural experts, in a master plan for the campus accepted in 1964, found places for all future





buildings within the perimeter already set, and added paved parking lots on three sides. The plan called for three phases, and two of them are completed.

Implementation of the third phase will be slower. The attention of the college planners is now focused on a second campus, for which the site has already been purchased in the northeastern part of Palm Beach County. The better service offered a community student body through the multi-campus community college idea will take precedence over final completion of the present campus.

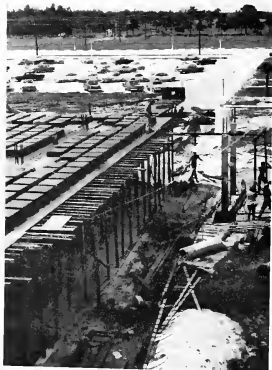




Breaking ground



You go down to go up



One floor up

Major construction during 1969-70 was a new administration building, and remodeling of the former administration building into a finance center.

First floor of the new building will be the Registrar's office, the point where most first-time visitors to the campus will come for information. Additional paved roadway and parking facilities not started at the time the photographs on this page were taken will make this office one of the most accessible spots on campus.



One and part of another

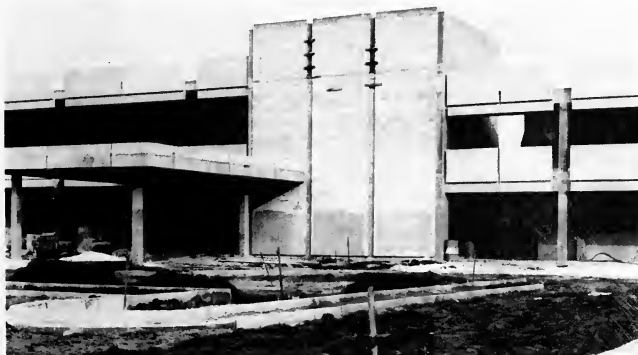
The second floor will have offices for the President, Dean of Instruction and other administrative personnel.

The old administration building was built when the college had a student enrollment of about 500. Current student enrollments of more than ten times that number make expanded administrative facilities mandatory.

Occupation and use of the new administrative facilities is expected early in 1970.



Pouring the roof



Nearing completion

History

Palm Beach Junior College came into being in West Palm Beach in 1933 as the result of a number of conferences of civic leaders, led by Joe Youngblood, County Superintendent of Public Schools, and Howell L. Watkins, principal of Palm Beach High School. It was, from the beginning, a co-educational, day-student junior college, with its primary emphasis on preparation for upper division work in colleges and universities.

For its first 15 years, the college scheduled classes at Palm Beach High School.

In February, 1948, under the leadership of its first president, Dr. John I. Leonard, (Mr. Watkins headed the college as Dean for 15 years), the college moved to a 21 acre site at Morrison Field, then a deactivated World War II Air Force Base, and now Palm Beach International Airport.

In 1951, reactivation of the base for the Korean Conflict forced the college to move to the Town Hall at Lake Park, where it carried on a curtailed program in cramped quarters for five years.

The Palm Beach County Commission donated the present 114-acre site of the college in 1956, and the state legislature voted \$1,047,000 for buildings. The college had found a permanent campus.

Two years later Dr. Leonard retired, and the college came under the direction of its current president, Dr. Harold C. Manor.

An era of rapid and sound growth in number of students and faculty, number and variety of course offerings and general service to the community brought PBJC from a small junior college of less than 500 students, when it moved into its permanent campus, to more than 5,000 students in the fall of 1968.

The college continued and strengthened its role in preparation of students for the upper division of colleges and universities and its excellent academic reputation, but at the same time developed many specialized, business, technical and professional courses designed to be completed in one or two years. It is estimated that 35 per cent of the students now enrolled do not plan college work beyond that they can obtain at PBJC.

The college has expanded rapidly into almost full use of its first permanent campus, and is currently engaged in planning for a second campus, in the northern part of Palm Beach County.

On July 1, 1968, the college, which had been legally governed since its first days by the Palm Beach County Board of Public Instruction, came under the legal custodianship of the Palm Beach Junior College District Board of Trustees.

From its inception the college has been maintained by public funds, and holds the distinction of being the first public junior college in Florida. In December, 1947, it became the first junior college in Florida to be supported by funds from the state level.

Its graduates have achieved many distinctions. It is note-worthy that the first two men to head the division of the State Department of Education dealing with junior colleges were both Palm Beach Junior College graduates: Dr. James L. Wattenbarger and Dr. Lee G. Henderson.

Philosophy

Realizing that securing a college education presents a complex and significant problem to many of its area citizens, and that the opportunity to attain that educational goal may, without a community-centered institution, be denied many of these people, Palm Beach Junior College is dedicated to meeting the demands for two years of higher education. Palm Beach Junior College seeks to insure the maximum in personal educational service to the individual student at a minimum cost, for the benefit of the individual, of the nation, and of society in its effort to achieve its hope for the future.

Purposes

The philosophy, purposes and functions of Palm Beach Junior College have grown out of the needs and nature of the community, the needs and desires of citizenry, and the belief that all people who wish to should have the opportunity to continue beyond high school, a program of general education, to prepare for entrance to some field of employment or to prepare for further study in a senior college or university.

Since the demands of society and the needs of individuals require post-high school education for an increasing number of our population, the College has devised and tries to maintain a program to prepare the citizenry (a) for effective living as persons and members of a family; as members of the state and world and (b) for vocations in which they can make their greatest contribution to society and in which they can gain personal satisfaction and security. In trying to meet the needs of its people and to implement its philosophy, the College has several specific and particular purposes:

1. The College endeavors to provide the needed curricula in four general areas of instruction.
 1. It seeks to carry on a program for the student who wishes to continue his studies beyond the two-year program.

- a. It provides the first two years of college instruction for most of the academic schools and colleges in universities and other four-year institutions.
 - b. It provides pre-professional studies for admission to professional schools.
2. It has a program of general studies directed at the production of well-informed, competent citizens who can function effectively as members of a family, a community, a state and a democratic nation—a program that serves both social and individual needs.
 3. It offers a program of specialized curricula designed primarily to prepare the student to find entrance employment in a specific occupation, semi-profession or profession. This program also includes liberal arts study to aid him in gaining civic competence and personal adequacy.
 4. It keeps in touch with the community and the people it serves, noting changes and trends of development and seeks to meet the educational needs of the area—both individuals and enterprises.
- II. The College seeks to promote in its constituency many desirable qualities.
1. It strives to develop qualities of maturity, leadership and ability to participate in group efforts.
 2. It aids in the acquisition of desirable ethical, moral and esthetic values, attitudes and sensitivities.
 3. It helps in the acquirement of knowledge, skills and social and intellectual competencies.
 4. It strives to develop a proficient and informed citizenry.

Accreditation and Memberships

Palm Beach Junior College is accredited by the Southern Association of Colleges and Schools and the State Department of Education. The college is an active member of the American Association of Junior Colleges, the Florida Association of Public Junior Colleges and the Florida Association of Colleges and Universities.

Admission to the upper division of the state universities and to virtually all other colleges and universities in the United States is granted upon the satisfactory completion of two years University Parallel work at Palm Beach Junior College.

Accreditation has also been granted by professional organizations for certain specific programs. This professional accreditation is noted in the catalog on pages where the program is outlined. The absence of such a notation indicates that professional accreditation has neither been sought nor granted.

Evening Classes

Evening classes at Palm Beach Junior College serve as an extension of the day program. Most of the instructors in the evening are full-time faculty members. The textbooks, instructional procedures and classroom time are the same as during the day. Library, bookstore and counseling services are available to evening students.

Most of the evening courses meet one night a week; a few meet two nights a week. Courses may be taken on a credit or non-credit (audit) basis. Adults 21 years of age or older may audit courses without having graduated from high school.

A separate bulletin listing the courses offered in the evening is published in January, March, July and November. To obtain a copy of the bulletin or for further information contact the Registrar's office, Palm Beach Junior College, 4200 Congress Avenue, Lake Worth, Florida 33460.

Student Activities

Intercollegiate Athletics

Palm Beach Junior College offers Intercollegiate competition for men in Basketball, Baseball, Golf and Tennis. Membership in the Florida Junior College Conference and the National Junior College Athletic Association largely determines policies and procedures by which the program operates. The Athletic Program provides for the highly-skilled student an opportunity for good competition, development of skills, and experiences in self-discipline and cooperation.

Intramural and Recreational Activities

Intramural and Recreational activities are sponsored by the Department of Health, Physical Education and Recreation with the assistance of the Student Intramural and Recreational Board. These activities are open to all students who have paid the required activity fee.

The activities represent a broad selection of sports ranging from highly competitive to those of a recreational nature including individual, dual, and team events. Persons involved in these sports may also qualify to represent Palm Beach Junior College in extramural events. Opportunities are available for students to participate in all phases of the program, whether it be planning and organizing activities, playing, or officiating a particular contest.

Assemblies

A series of lectures, musical and dramatic productions, and other assembly programs are provided by the college.

College Reading Center

In addition to the Reading Emphasis sections in basic freshman English Communications, the College Reading Center provides a free program for all students who wish to improve their reading skills—comprehension and speed, vocabulary and study techniques. As a result of diagnostic testing, students are placed in a progressive program for purposes of reading and study improvement. Mechanical devices, resource materials and instructional guidance are provided. A recreational and free reading area, containing varied current reading selections, is also available. The College Reading Center is open from 7:30 A.M. till 3:30 P.M. each day. The program is available for all students during the fall and winter terms.

Speech and Hearing Center

The College Speech and Hearing Center provides free clinical services to students on a voluntary basis. Assistance is available in the following areas: Problem sounds, fluency, rate, voice quality, speech reading, listening skills, and English as a second language. Hearing evaluations are scheduled on a priority basis by appointments.



Student Personnel Services

Placement Tests

Palm Beach Junior College uses the Florida state-wide placement test for placement purposes. Florida seniors will normally meet this requirement by taking this test during their senior year in high school. Score reports will automatically be available for all Florida seniors who took the test during or after the 1967-68 school year. Test results prior to 1967-68 will not be accepted.

Out-of-state students or others who have not taken the Florida state-wide test may either appear on campus on the final testing dates listed on the calendar in this catalog to take the required test, or submit scores prior to acceptance from the ACT (American College Testing Program) which is given nationally. Students planning to enter Fall Terms should take ACT in October.

While transfer students are not required to submit test scores, it is highly recommended that they do so if credit in the first course in English and Math has not been earned at the former institution.

Applicants who are in Military Service may write and request the Director of Testing to mail placement tests to a superior officer who has agreed to administer the test on his base as an aid to complete admission requirements prior to registration assignments. (Applies to first-time-in-college students only.)

Orientation

Days are designated for an Orientation program at the beginning of each term.

A review of college policies, programs, and activities will be presented to assist the student in making the transition to college life.

Entering students will be given the opportunity to meet with the department chairman of the program in which the student plans to study and arrangements are made at this time for assigning the student an academic advisor.

Academic Advisement

Arrangements for academic advising will be made for all entering students by department heads during orientation. At the appointed time, advice and information will be given to the student as to what courses are necessary to accomplish a

certain major, as well as graduation from College. The academic advisor will have available for discussion with the student his high school or college transcripts, high school test record and placement test scores to assist the student and the counselor in the choice of an academic program. During the school year academic advisors will be available in their offices to assist the students in working out the necessary program for the coming term. Students are encouraged to keep in constant touch with academic advisors at all times in order that they may be absolutely sure they are taking the right courses needed for graduation in their chosen major.

Individual Counseling

Professional guidance counselors are available to all students for personal, vocational and educational counseling. Numerous tests are available in the testing center for students to take in order to better understand themselves and their capabilities. These are available to students through referral from faculty members or from direct contact with guidance personnel located in the Guidance Center, AD-1, AD-2, AD-5, the Student Personnel Office and Student Activity Center.

Marriage and family counseling is available from a Faculty-Staff member who is accredited by the Eastern Division of Family Consultants and the International Council of Consultants and the International Council of Consultants on Marriage and Family Relationships.

Evening Counseling Service

A professional guidance counselor will be available in the main office (Registrar's Office) to provide counseling services for evening students.

Housing

A list of available housing may be obtained from the Student Housing Office, Student Personnel Department, upon request. The college is located about three miles from any public transit service. There is no bus line to or from campus. Students and their parents are advised to investigate thoroughly all housing facilities before undertaking any obligation. Students interested in renting a house are cautioned against signing any contractual agreement or making an advance deposit until they have consulted the Housing Office. The college has no dormitory facilities and has no responsibility for agreements between landlords and students. Students living away from home must complete the Residence Survey Form upon registering.

Students without cars, especially foreign students, should finalize housing arrangements by June 1 for Fall Term enrollment, October 1 for Winter Term, and February 1 for Spring Term Sessions I and II.

Student Health Services

The following services are available in the Student Personnel Office:

- Health Counseling by appointment
- First Aid treatment only
- Handicapped parking in various areas of the campus
- Student Accident Insurance applications and claim forms

In case of serious accident or illness, the family doctor and/or the parents are notified immediately by the Student Personnel Office.

Food Service

A cafeteria and snack bar are located in the student dining area. Food is offered at reasonable prices and lunch or snacks may be obtained on all regular school days. Service is cafeteria style, permitting individual selections. Government surplus commodities are not available for the Junior College, therefore, food prices are necessarily higher than in the county schools.

Job Placement

Placement services include listings of local part-time, full-time, vacation, and summer jobs, regional employment opportunities throughout the U.S. and foreign countries. Recruiters from business, industry, and the Armed Forces are periodically scheduled for on-campus interviewing.

Notices of job opportunities are posted in the Job Placement office, Student Activity Center, on Departmental bulletin boards, in the Main Office for Evening students, and frequently appear in the daily Bulletin.

Insurance

The College recommends that all students purchase student insurance. Envelopes and information may be obtained in the Health Clinic near the Student Personnel Office.

Student Handbook

All rules, regulations and policies pertaining to student conduct and eligibility for various activities, are listed in the Student Handbook which is issued to all students during registration. Each year a student-faculty committee works on the handbook in order to assure sound policies with which to operate to the best advantage for student welfare.

Student Financial Aid

Palm Beach Junior College has a financial aid program to assist qualified and deserving students to obtain an education. Three types of aid are available: Scholarships, loans and student assistantships. Applications and information may be obtained from the office of the Director of Financial Aid in AD-2. Submission of an application authorizes the release of academic records to those involved in granting financial aid.

Scholarships

A limited number of scholarships are awarded each year by the Palm Beach Junior College Scholarship Committee. In order to qualify for one of these scholarships an applicant must be enrolled or accepted for enrollment as a full-time student carrying at least 12 credit hours, have at least a "C" average and show evidence of need. Applications and a required financial statement should be submitted at least two weeks before the beginning of the term in which the scholarship is to be used.

Following is a list of the scholarships for the 1968-1969 academic year which were administered through the office of Financial Aid. Organizations which did not go through the Scholarship Committee or notify the Committee of awards made directly to students may not be listed.

Mr. and Mrs. Carl Allert
Alpha Delta Kappa-Iota Chapter
Alpha Kappa Alpha-Zeta Tau Omega
Alpha Phi Delta
American Business Women's Association—
Gold Coast Charter Chapter
American Business Women's Association—
Pompano Beach Chapter
American Dental Hygienists
Educational Fund
American Finnish Tourist Club, Inc.
American Legion Auxiliary—
Jensen Beach Unit 126
American Legion Auxiliary—
Riviera Beach Unit 268
American Scandinavian Foundation
L. M. Anderson Dental Supply
Arnold Construction Company
Mr. and Mrs. W. B. Barron
Baseball Commission
Beta Sigma Phi—Lake Worth City
Council—Lee Sanders Memorial
Bethesda Memorial Hospital Auxiliary
E. E. Bishop Scholarship Fund
Boynton Beach Youth Association
Broward County Dental Society
Auxiliary
Business Woman's Club
of Belle Glade
Business Woman's Club
of Boca Raton

Business Woman's Club
of Lake Worth
Fred Calder
Cardinal Gibbons High School—
Student Council
Civitan Club of Lake Worth—
Miss Palm Beach County
Civitan Club of Lake Worth—
Lt. Randy Engram Memorial
Civitan Club of Southboro—
Robert Watkins Scholarship
Copeland Sausage Company
Coterie Club of the Palm Beaches—
Doris Gathman Memorial
Robert F. Cromwell
Sidney Davidson Memorial Scholarship
Delta Kappa Gamma
DePeyster Foundation
Watson B. Duncan, III
Dyson Foundation
Elks Club of Riviera Beach No. 2069
Eugene Ellis Memorial Scholarship
Exchangettes Club of
John I. Leonard High School
Exchange Club of Lake Worth
Florida Board of Regents
Florida Hotel & Motor Hotel
Association
Forest Foundation—Walter Godsoe
Fort Lauderdale High School

Fraternal Order of Police—
 Lodge No. 2 West Palm Beach
 Future Teachers of America—
 Riviera Beach High School
 Robert Gatto
 Glades Cooperative Educational Fund
 Glades Electric Cooperative, Inc.
 Gold Coast Senior Golf League
 Grimes Foundation
 Gary Hardman Memorial
 Mrs. Harriett Healy
 Heavy Lift Services, Inc.
 H. O. Foundation
 Mrs. Mary Holliday
 Howard Johnson's of Florida
 Jaycees of North Palm Beach
 Junior Achievement
 of Broward County
 Junior Woman's Club
 of Belle Glade
 Junior Woman's Club
 of Boynton Beach
 Junior Woman's Club of Boynton
 Beach—Miss Boynton Beach Pageant
 Junior Woman's Club of Lake Worth
 Jupiter High School
 J. F. Kennedy Memorial
 Hospital Auxiliary
 Mr. and Mrs. Henry H. Kent
 Keyette Club of Forest Hill
 High School
 Keyette Club of John I. Leonard
 High School
 Keyette Club of Palm Beach
 High School
 Kings Daughters—Helpful Circle
 Kiwanis Club of Boca Raton—
 Edward Newell Scholarship
 Kiwanis Club of Bradenton
 Kiwanis Club of Delray Beach
 Kiwanis Club of Downtown
 West Palm Beach
 Kiwanis Club of Riviera Beach
 Kiwanis Club of Southside
 West Palm Beach
 Kiwanis Club of West Lake Worth—
 Hal Ives Memorial
 Knights of Pythias—
 Grand Lodge of Florida
 Lake Shore Jr.—Sr. High School
 Faculty Scholarship
 Lake Worth Playhouse
 Dawn Larson Scholarship
 Lions Club of North Palm Beach
 Lions Club of Riviera Beach
 Lions Club of Southside
 West Palm Beach
 Howell T. Lykes Scholarship
 McArthur Diary

Madonna Academy
 Betty Lou Mason Trust Fund
 Mature Students
 George Sidney Miles Scholarship
 N. W. Mizell
 Modernistic Social Club
 B. A. Mosling Estate
 Music Department of Palm Beach
 Junior College
 National League
 of American Pen Women
 National Secretaries Association—
 Palm Beach Chapter
 National Secretaries Association—
 Pompano Beach Chapter
 New Jersey Department
 of Veterans Services
 Nina Haven Charitable Foundation
 Norman's
 North District Hospital Auxiliary
 Oneida-Kenwood-Sherrill
 Migrant Committee
 Palm Beach County Assistant
 Principals and Deans Association
 Palm Beach County Association
 of Chiefs of Police
 Palm Beach County Principals
 Association
 Palm Beach Junior College
 Women's Club
 Palm Springs Jaycees
 Palm Springs Volunteer
 Fire Department
 Para Med Club of Seacrest
 Ruth Parker
 Pep Club of John I. Leonard
 Pepsi Cola-Miss Florida Pageant
 Pilot Club of the Palm Beaches
 Pompano Beach High School
 Juniorette Club
 Pompano Beach High School
 Senior Work Day Fund
 Seymour Pryweller
 Quota Club of the Palm Beaches
 Rockette Club of West Palm Beach
 Roosevelt High School P.T.A.
 Rotary Club of Boca Raton
 Rotary Club of Boynton Beach
 Palm Beach Rotary Foundation, Inc.
 Rotary Club of West Palm Beach—
 Red Whittington Scholarship
 Rotary Club of West Palm Beach—
 South
 Sebring High School
 Memorial Fund
 Soroptimist Club of Lake Worth
 and Lantana
 Sorosis Club of Boynton Beach
 South Carolina Coaches Association

Student Council of John I. Leonard
 High School
 Sweet Adelines—Royal Palm Chapter
 Taylor Funeral Home
 United Daughters of the Confederacy—
 Thomas Benton Ellis Chapter
 Uncle Bim's
 U.S. Justice Department—
 Law Enforcement Scholarships
 Vanguard Club
 Veterans of Foreign Wars—
 Lake Worth Post 3588
 Wallrich Carpets, Inc.
 Margaret Walter Estate
 Washington Elementary and High School
 P.T.A., Blakely, Georgia

West India Shipping Company
 Wein Foundation
 Wildwood, New Jersey P.T.A.
 Wildwood, New Jersey High School
 Varsity Club
 Winn-Dixie Stores Foundation
 Woman's Club of Belle Glade
 Woman's Club of Boynton Beach
 Woman's Club of Deerfield Beach
 Woman's Club of Delray Beach
 Woman's Club of Lake Worth
 Casuarine Woman's Club of Lantana
 Woman's Club of West Palm Beach
 Zeta Phi Beta Sorority—
 Delta Epsilon Seta
 Zonta Club of Lake Worth
 Zonta Club of the Palm Beaches



Financial Aid for Specific Programs

ART

COTERIE CLUB OF THE PALM BEACHES. An art supplies scholarship for an art major.
NATIONAL LEAGUE OF AMERICAN PEN WOMEN. Art supplies for an art major.

ATHLETICS

A number of grants-in-aid are available to those who are eligible to compete in varsity athletics. Athletes should contact the Athletic Director or the athletic coaches.

DATA PROCESSING

dePEYSTER FOUNDATION. For a Data Processing major with a high academic average.

DENTAL

ALPHA XI DELTA ALUMNAE CLUB OF THE PALM BEACHES. A small loan fund available to Dental Hygiene students.

AMERICAN FUND FOR DENTAL EDUCATION. Scholarship to a Dental Laboratory Technology student.

L. M. ANDERSON MEMORIAL SCHOLARSHIPS. Two awarded by the Advisory Committee of the Department of Dental Hygiene and Dental Laboratory Technology with recommendations of the staff of the Dental Health Department.

BROWARD COUNTY DENTAL SOCIETY AUXILIARY SCHOLARSHIP. Available to residents of Broward County.

EDUCATIONAL TRUST FUND FROM THE AMERICAN DENTAL ASSOCIATION. Several \$800 scholarships based on high academic achievement.

JULIETTE A. SOUTHARD SCHOLARSHIP TRUST FUND. Scholarship to a Dental Assisting student.

MIAMI DENTAL AUXILIARY SCHOLARSHIP FUND. Available to residents of Dade County.

PALM BEACH COUNTY DENTAL SOCIETY, DENTAL EDUCATION LOAN FUND. Loans available on the basis of need, character and ability.

PAWLEY SCHOLARSHIP. \$450 awarded by the State Dental Committee

EDUCATION

DELTA KAPPA GAMMA, THETA CHAPTER. For a female sophomore resident of Palm Beach County.

PALM BEACH COUNTY PRINCIPALS' ASSOCIATION. For residents of Palm Beach County.

PALM BEACH COUNTY ASSISTANT PRINCIPALS' AND DEANS'. For residents of Palm Beach County.

PALM BEACH COUNTY COUNCIL OF PTA'S. Scholarship based on the State Scholarship Examination. Resident of Palm Beach County.

HOTEL-RESTAURANT AND FOOD SERVICE

The following donors provided scholarships in 1968-69 for full time students majoring in the Hotel-Motel program.

Florida Hotel and Motor Hotel Association Trust Fund — Statler Foundation

Palm Beach County Hospitality Educational Foundation, Inc.

Mrs. Harriet Healy

Howard Johnson's of Florida

FEDERAL LAW ENFORCEMENT EDUCATION PROGRAM. Any full-time employee of a law enforcement agency is eligible for a grant covering tuition costs. Full-time students in the Law Enforcement Program are eligible for loans up to \$1800. Loans may be cancelled by working in a law enforcement capacity.

FRATERNAL ORDER OF POLICE LODGE NO. 2. Two \$250 scholarships for a Police Science Major.

PALM BEACH COUNTY ASSOCIATION OF CHIEFS OF POLICE. For residents of Palm Beach County.

EUGENE ELLIS MEMORIAL SCHOLARSHIP. \$300 for residents of Palm Beach County.

MUSIC

FLORIDA ATLANTIC MUSIC GUILD SCHOLARSHIP. Two \$150 scholarships awarded annually to music majors with exceptional talent. Recipients are selected by auditions.

LAKE WORTH SOROSIS SCHOLARSHIP. The sum of \$150 is granted to the music department to assist worthy students with their applied music courses fees. Selection of recipients is determined by talent and financial need.

MUSIC STUDY CLUB, West Palm Beach, Florida. The Frank Dooley Memorial Fund \$25. The Palm Beach Junior College Music Major Achievement Award \$25.

PALM BEACH PHILHARMONIC ORCHESTRA. \$300 is awarded to an instrumentalist majoring in music at Palm Beach Junior College and who is a member of the Philharmonic Orchestra.

The following donors, and others, provide funds to assist worthy students with applied music fees:

L. V. Campbell—\$25

Mary M. Fruh Scholarship—\$100

Music and Drama Club of Palm Beach—\$15

Palm Beach County Music Teachers Association—\$50

Bessie Raidle Scholarship—\$500

Raymond John Wean Foundation—\$200

NURSING

AMERICAN LEGION AUXILIARY OF RIVIERA BEACH MEMORIAL UNIT 268. For a widow or child of a veteran.

BETHESDA MEMORIAL HOSPITAL WOMEN'S AUXILIARY. Several scholarships in health related fields.

SIDNEY DAVIDSON MEMORIAL SCHOLARSHIP. Recipient must practice nursing in John F. Kennedy Hospital one year for each year scholarship is used.

DISTRICT 40 NURSES ASSOCIATION SCHOLARSHIP. For student in the south Palm Beach County area.

JOHN F. KENNEDY MEMORIAL HOSPITAL LADIES AUXILIARY. Recipient must practice nursing in the John F. Kennedy Hospital upon graduation.

PALM SPRINGS JAYCEES, INC. For residents of Palm Springs.

LEE SANDERS MEMORIAL SCHOLARSHIP. \$250 for a student from Lake Worth or immediate surrounding area.

State Scholarships

STATE SCHOLARSHIPS FOR NURSING. General Scholarships for the Preparation of Nurses are available to eligible students on the basis of a competitive examination held each October. Awards are \$300 a year for two years for which the recipient agrees to practice nursing in the State of Florida for a specific period of time following graduation.

STATE SCHOLARSHIPS FOR TEACHING. In order to encourage students to prepare for the teaching profession a number of scholarships of \$600 a year are awarded on the basis of a

competitive examination held each October. Winners agree to teach in Florida schools one year for each year the scholarship is used.

STATE SCHOLARSHIPS FOR TEACHERS OF EXCEPTIONAL CHILDREN. \$600 a year for the Junior and Senior year. Based on a competitive examination for Sophomores held each October. Winners agree to teach in Florida schools one year for each year the scholarship is used.

STATE VOCATIONAL REHABILITATION SCHOLARSHIPS. The Rehabilitation Section of the State Department of Education provides limited assistance for those persons who are physically handicapped. Applicants should contact the Director of Vocational Rehabilitation, 205 Datura Street, West Palm Beach, Florida.

Loans

AMERICAN ITALIAN CLUB LOAN. Limited loans are available for use in upper division. Students must be residents of Palm Beach County.

COLLEGE STUDENT LOAN. A loan fund has been established to permit a student to borrow from \$10 to \$50 on an emergency basis. Loans are made only to students who are in good standing and cannot be used for registration fees. Freshmen must wait until after progress reports are issued to be eligible. Loans must be repaid one week before examinations of the term in which the loan is made.

FLORIDA STUDENT SCHOLARSHIP LOAN. Students who have been bona fide residents of the State of Florida for at least three years may borrow up to a maximum of \$1200 a year for fees, books and housing. Interest at 4 per cent begins after graduation.

FEDERALLY INSURED LOANS. Through Federal assistance loans up to \$1500 a year are available through the student's local banks after approval by the college. Students must be citizens or nationals of the United States and carry at least one half of the full-time academic load at the college.

SERVICE CLUB LOANS. A number of loan funds are available from various clubs and organizations in the community. Information may be obtained from the Director of Financial Aid.

STUDENT GOVERNMENT LOANS. Loans of varying amounts are available to Palm Beach Junior College Graduates for use in upper division. They are granted on the basis of academic achievement and need.

Student Assistantships

ASSISTANTSHIPS. A number of campus jobs are available to students who may not qualify for the Federal Work Studies Program.

COOPERATIVE-EDUCATIONAL PROGRAM. Jointly sponsored by the College and Southern Bell Telephone and Telegraph Company, afford students the opportunity of working full-time during the Winter Term (earning \$1200-\$1500), and continuing their studies during the Fall and Spring Terms.

FEDERAL WORK STUDIES. This program permits eligible students to work in jobs on campus up to fifteen hours a week at \$1.50 per hour (\$1.60 after February 1971). Applications should be submitted at least two weeks before the term begins. A financial statement will be required.

Scholarships for Graduates

AMERICAN ASSOCIATION OF UNIVERSITY WOMEN. A \$100 gift scholarship to a girl graduate with at least a "B" average who plans to attend a AAUW approved college.

DR. R. BLICHER, two awards. A gift scholarship to sophomore graduate to pursue her education in dental hygiene. A gift award to the graduating dental hygiene student exhibiting outstanding clinical ability.

CALVIN W. CAMPBELL MEMORIAL SCHOLARSHIP. A \$1000 gift scholarship awarded annually by First Federal Savings & Loan of West Palm Beach in memory of its founder. Awarded on basis of scholastic achievement and need, this scholarship is renewable for an additional \$1000 for the senior year if winner has successful junior year. Preference is given students planning to pursue upper division study in a Florida state-supported college or university.

ROBERT LEE CHASTAIN Two \$250 scholarships based on need and academic achievement. May be used at a college of the student's choice.

GEE AND JENSON CONSULTING ENGINEERS, INC. A \$300 scholarship to a graduating sophomore who plans to enroll in a school of engineering at the college or university of his choice.

HALSEY & GRIFFITH, INC. A \$800 gift scholarship awarded every other year in honor of the company's customers to a graduating sophomore on basis of achievement and need. Restricted to those going to a Florida state-supported college.

JAYCEES OF WEST PALM BEACH. Scholarship awarded to a male who resides in West Palm Beach. Awarded on basis of scholastic promise, financial need and personal worth of candidate.

JUNIOR WOMAN'S CLUB OF NORTH PALM BEACH. \$1000 gift scholarship, \$500 for each two years in upper division.

LAKE WORTH AMERICAN LEGION POST NO. 47. \$500 gift scholarship, renewable, to Lake Worth High School graduate who is a permanent Lake Worth resident needing financial assistance.

LAKE WORTH ART LEAGUE. \$100 to graduating sophomore majoring in art.

MEDICAL SOCIETY OF PALM BEACH COUNTY. Two \$800 gift scholarships to students planning to complete training for medical career.

PALM BEACH CHAPTER OF FLORIDA ENGINEERING SOCIETY & LADIES AUXILIARY. \$200 gift scholarship to student accepted in a Florida school of engineering.

PALM BEACH COUNTY SCHOLARSHIP FOUNDATION. To graduates entering upper division.

PERSONNEL ASSOCIATION OF PALM BEACH COUNTY. First term tuition and fees at a State university to a male student majoring in business administration or personnel.

PHI THETA KAPPA. A \$300 scholarship for a member of Phi Theta Kappa, based on need, academic achievement, service to the college and Phi Theta Kappa.

BURT REYNOLDS SCHOLARSHIP FUND. An undesignated amount to sophomore graduate to pursue drama study.

STUDENT GOVERNMENT. Four scholarships of an undesignated amount, two based on academic achievement and need, and two based on service to the college. No restrictions to be placed on college or university attended.



Student Body Organizations

Student Government

The management of student activities is vested in the Executive Council of the Student Government Association along with the elected Senate. Two faculty advisors are appointed each year by the President of the College.

Students have the right to suggest to their elected representatives in the Student Senate and Executive Council any activities that may profit the general welfare of the students. Students also serve in conjunction with faculty on committees that are dedicated to improvement of the welfare of the student and the college.

Honorary Organizations

PHI THETA KAPPA. Delta Omicron Chapter of Phi Theta Kappa, a national arts and science honor society for junior colleges, was instituted in 1943. The object of the society is to promote scholarship, to develop character and to cultivate fellowship among students. Members are chosen from the upper scholastic ten per cent of the student body and must be of good moral character and possess recognized qualities of citizenship. Members must maintain at least a "B" average. This society offers rich social and cultural experiences.

PHI RHO PI. Florida Alpha Chapter of Phi Rho Pi, national honorary forensic society for junior colleges, was instituted in April 1953. The purpose of this society is to promote the interests of debate, oratory, extemporaneous speaking, radio and other speech activities in the junior college. Active membership is conferred only upon regular junior college students who are in good standing and who have represented the college in intercollegiate debate, oratory, extemporaneous speaking, dramatic reading or similar forensic contests or who have achieved distinction in public speaking.

PHI RHO PI ALUMNI CHAPTER. Florida Alpha Alpha is the first and only alumni chapter of Phi Rho Pi in the United States. The purpose of this society is to encourage the arts of speech in the community and to assist the Florida Alpha Chapter of the college in worthwhile projects. Any former student of the Florida Alpha Chapter is eligible to join Florida Alpha Alpha.

SIGMA EPSILON MU. This society, instituted in 1958, was organized to promote scholarship, to develop character, to cultivate fellowship and to provide recognition for junior college students majoring in the fields of science, engineering and mathematics. To be eligible for membership, a regular junior college student must earn and maintain a 2.5 overall average with a 3.0 average in his major subjects. The society awards a scholarship cup at graduation to the qualified sophomore with the highest point average in these fields.

Student Publications

THE BEACHCOMBER. The Beachcomber, the college newspaper, is published weekly. Although experience is preferred, a limited number of inexperienced students are accepted as trainees. Students receive practical, on-the-job training in the fields of reporting, advertising, editing, photography, and business management. The Beachcomber has earned many state and national awards in recent years.

THE GALLEON. The Galleon, the college yearbook, is published in the late spring. Under the direction of a faculty advisor, the staff is selected from students who volunteer and are qualified to work on the yearbook.

MEDIA. Students are urged to submit contributions to Media, the college literary magazine. Poetry, short stories, essays, short plays are always needed. Subject matter is unrestricted. Material submitted is judged solely by a student editorial board. Interested students are given an opportunity each fall to become a member of this board. Media is published in the spring of each year. Material should be submitted from September until January 30, the earlier the better.

STUDENT CALENDAR. The Student Government Association compiles and distributes to each student upon registering, a calendar of important college events.

Special Interest Groups

ALUMNI ASSOCIATION. All former students who have earned credit at Palm Beach Junior College are eligible to become members of the Alumni Association. The Association, under the guidance of a President and an Executive Board, do many things to assist the college in its overall function such as financial assistance for students, job placement, both part-time and full-time for students, and general assistance in Open House and other community-wide activities.

AMATEUR RADIO CLUB. The Sunburst Amateur Radio Club is composed of students interested in amateur radio. No license is required to join. Classes are held to prepare non-licensed members for the FCC examinations. The club owns an FCC licensed station for the use of qualified members.

ART CLUB. All students attending the college who are interested in art are eligible for membership in this club. The purposes are to further individual art interests through group activities, such as art exhibits, craft groups, photography, including dark room work, and to uphold high artistic standards on campus.

CAMPUS GOLD. Campus Gold is a women's service club affiliated with the National Girl Scouts, and is dedicated to serving the college, the community, the Girl Scout Council, and younger Girl Scouts. The PBJC Chapter, founded in 1968, was one of the first to do so in the nation.

CHESS CLUB. Organized in 1962, the Palm Beach Junior College Chess Club welcomes any student who is interested in the fine game of chess. The club sponsors student chess tournaments and its team plays matches with other chess clubs in the area.

THE CIRCLE K CLUB. Organized at Palm Beach Junior College in 1952, Circle K is the largest college organization in existence. Locally sponsored by the Southside Kiwanis Club of West Palm Beach, the members of Circle K work cooperatively with all interested groups to promote the betterment of the college and community. Circle K is open to all men enrolled at Palm Beach Junior College and provides an excellent opportunity for leadership experience in service activities.

CIVINETTES. A women's service club sponsored by the Palm Springs Civitan Club, chartered September 1964, gives young women the opportunity of serving the college and community. The club is a sister organization to the men's group, the Collegiate Civitans.

CIVITAN CLUB. Sponsored by Civitan International, Collegiate Civitan is composed of young men interested in both community and school service.

FAME. The Florida Association of Managerial Education is an affiliate of the Post-Secondary Division of the Distributive Education Clubs of America. The Palm Beach Junior College Chapter's objective is to develop leadership in the field of retailing, marketing, and management through meaningful chapter activities. Membership is open to interested business students.

FLORIDA COLLEGIATE ACADEMY OF SCIENCES. The Palm Beach Junior College Chapter of the Florida Collegiate Academy of Sciences was organized in June, 1958. Its purpose is to further the acquisition and exchange of information in the fields of mathematics, physical, biological and social sciences. Membership is open to any student or faculty member who is interested. The program includes the discussion of scientific subjects and field trips.

FOREIGN LANGUAGE CLUB. The Foreign Language Club is composed of students enrolled in foreign language courses and is organized to afford the students personal expression with respect to languages and culture of French and Spanish-American nations.

FORENSICS. This is an activity, not an organization. The college carries on a full range of speech activities both on the intramural and the intercollegiate level. These activities include Oral Interpretation, Debate, Reader's Theatre (at least two full-scale productions a year), Poetry Reading, Persuasive, and Entertaining Speaking, as well as others. Training sessions are held when necessary and competition is open to all regularly enrolled students in good academic standing.

K-ETTES. Sister organization to Circle K, K-ettes is a service club of female students who are dedicated to providing practical means for enduring friendships, to rendering service, and to building better communities.

ORGANIZATION OF AFRO-AMERICAN AFFAIRS. The OAA, officially launched in 1969, is open to all students at PBJC and has as its prime purpose the establishment of a more purposeful interaction between Afro-American Students, Administration, Faculty and other students at PBJC.

POLITICAL UNION. The Political Union is a non-partisan, student organization dedicated to the advancement of the study of government and politics. Membership is open to all students. Dinner meetings are held each term at which outstanding political personalities are featured. As an affiliate of the Florida Center for Education in Politics, members of the Political Union participate in sponsored research, regional and state conferences, and field trips.

RELIGIOUS GROUPS. The college endeavors to foster on the campus a religious atmosphere which functions in the everyday affairs of college life. Various religious organizations are formed from time to time by groups from the student body.

SAIL CLUB. A campus organization for all students who are interested in sailing. Its aim is to teach non-sailors, make boats available to sailors, and have Palm Beach Junior College entries in regattas here and elsewhere in the Gold Coast area.

STAGE BAND. Membership in this select group is through audition. The stage band performs music of the contemporary popular and jazz style. All members must be enrolled in Concert Band with the exception of piano, bass, and guitar.

STUDENT EDUCATION ASSOCIATION. This is a pre-professional organization composed of students interested in the teaching profession. The John I. Leonard Campus Chapter is affiliated with the Florida Education Association and the National Education Association and is open to interested students upon the payment of required dues. The local chapter seeks to provide its members with opportunities for developing personal growth and professional competencies and to provide experiences which will interest capable students in teaching as a career.

STUDENT NURSES ASSOCIATION. The membership is composed of students enrolled in the Nursing curriculum. The group meets monthly and is organized for the purpose of further development of a sense of personal, professional, and social responsibility.

VETERANS ASSOCIATION. Membership is made up of all veterans from the different branches of service. The aim of the club is to assist the veteran in adjusting to college life and to offer a social program equal to his maturity. The club also works with the different reserve units to inform the non-veteran student as to his military obligation.

MUSIC ORGANIZATIONS

M.E.N.C. The student chapter of the Music Educator's National Conference is open to all students interested in music. Opportunities are made available for professional growth through participation in programs, music clinics, and social affairs.

COLLEGE SINGERS. Membership in the College Singers is open to all students who like to sing. A varied program of choral music is studied and performed.

CONCERT BAND. Membership in the PBJC Concert Band is open to all qualified band instrumentalists who enjoy the study and performance of a variety of band literature. Several programs are given each semester at the college and in the community.

STAGE BAND. This organization provides opportunities for students to become acquainted with the techniques and styles of contemporary popular music and jazz. Members are selected by auditions.

BRASS ENSEMBLE. Membership is open to all brass instrumentalists who meet the necessary degree of proficiency as determined by the music director. Literature for small combinations of brass instruments is studied and performed.

PERCUSSION ENSEMBLE. Membership is open to all percussion instrumentalists who meet the necessary degree of proficiency as determined by the music director. Literature for small combinations of percussion instruments is studied and performed.

STRING ENSEMBLE. Membership is open to all string players who meet the necessary degree of proficiency as determined by the music director. Chamber music from classical and contemporary repertory is studied and performed.

WOODWIND ENSEMBLE. Membership is open to all woodwind instrumentalists who meet the necessary degree of proficiency as determined by the music director. Literature for small combinations of woodwind instruments is studied and performed.

SOCIAL CLUBS

Palm Beach Junior College has the following social organizations: Philo, Thi Del and Tri Omega for women and Phi Da Di, Alpha Phi Delta, and Chi Sig clubs for men.



General Regulations

METHODS OF ADMISSION	46
ADMISSION PROCEDURES	48
PBJC FEES	50
FEDERAL EDUCATION BENEFITS	52
PROBATIONARY STATUS	53
STUDENT CLASSIFICATIONS	53
ATTENDANCE	54
GRADING	55
POLICIES	55

Methods of Admission

CERTIFICATE OF GRADUATION

The Palm Beach Junior College will accept certificates from the approved high schools of Florida, from any secondary school of another state which is accredited by its state university and from any recognized college or university. Blank certificates, conveniently arranged for the desired data, will be sent to all principals and, upon application, to prospective students.

Candidates for admission who have been graduated from an approved high school will be accepted. Applicants from states other than Florida, who are graduates of out-of-state high schools, may not be admitted to Palm Beach Junior College if, in the opinion of the Admissions Committee, they will not be able to meet the academic standards expected of students at Palm Beach Junior College.

STATE HIGH SCHOOL EQUIVALENCY DIPLOMA

Legal residents of Florida who are at least 20 years of age may qualify for this diploma upon successful completion of the General Education Development Tests. These tests are administered in the Office of Adult Education which is an official testing center for the State Department of Education.

Applicants who have a diploma (high school equivalent) obtained through General Educational Department Tests, issued by a State Department of Education are eligible for admission in good standing. The diploma must be in the Registrar's Office before an acceptance letter will be granted.

Palm Beach Junior College makes no distinction on the ground of race, color, or national origin in the admission practices or any other practices of the institution relating to the treatment of students.

The final decision on admission rests with the Registrar.

Advanced Placement

It is the policy of Palm Beach Junior College to grant college credit to a student who presents a score of 5, 4 or 3 on one or more of the Advanced Placement Program Examinations of the College Entrance Examination Board. To be eligible for credit, the examination must be taken prior to enrollment in college. Credit thus granted by Palm Beach Junior College is transferable to Florida institutions of higher education participating in a state-wide agreement.

Military Service Credits

Palm Beach Junior College grants no credit for military service, attendance in military schools, or for United States Armed Forces Institute (USAFI) courses.

Credit is not granted for USAFI high school or college level General Education Development Tests. However, students may use these GED scores to help secure an Equivalency Diploma from a state department of education.

Transfer Students

A student is classified as a transfer student if he has previously registered at any other college or university regardless of the amount of time spent in attendance or credit earned.

- 1. Students who are not permitted to return to the institution they last attended will not be admitted to Palm Beach Junior College until they have remained out of school for one full term.**
- 2. Transfer students whose grade point averages do not meet the cumulative point average of Palm Beach Junior College's probation policy will be accepted only on academic probation.**
- 3. Students who enter from other colleges or universities and who ask for advanced standing, must furnish a statement of honorable dismissal and the official transcript of the work done in the college or university from which they transfer, together with a complete statement of the subjects offered for entrance at the former school.**
- 4. The amount of credit allowed for a quarter, semester or term will not exceed the amount the student would have been permitted to earn during the same period of time at Palm Beach Junior College.**
- 5. Transfer students enrolling in either session of the Spring Term who expect to return to the college or university they are currently attending, will be admitted by letter of good standing from that college in lieu of transcript. However, if they wish to continue attendance in Palm Beach Junior College for an additional term, they MUST file a complete transcript of their academic record from the other college(s) in order to meet admission requirements for the additional term here.**
- 6. Students transferring from an institution of higher learning which is not accredited by the Association of that area are accepted conditionally. When 15 hours of work have been successfully completed at Palm Beach Junior College, the student will be given credit for acceptable courses which were transferred.**
- 7. Palm Beach Junior College accepts on transfer only those courses completed at other institutions with grades of "C" or higher. Courses on the transcript which carry a grade of "D" or lower, will not be accepted for credit but are considered in calculating quality point average for student standing and for meeting graduation requirement.**
- 8. Any student who has been suspended for disciplinary reasons at any college or university is not eligible for admission.**

Admission Procedures

Procedures for entering freshman students or undergraduate students transferring from another college or university are as follows:

1. ADMISSION FORMS

Apply to the Office of the Registrar for admission forms. Fill out the application form in detail, have the resident affidavit notarized (page 4 of application form), forward completed application to the Registrar, together with one identification photograph (approximately 2" x 2"), and a \$10 check or money order made payable to Palm Beach Junior College, BEFORE processing the other forms. The \$10 earnest fee is not refundable but will be applied on fees at time of registration.

2. TRANSCRIPTS

Take or mail the transcript form to the high school last attended and ask that it be filled out immediately AFTER your graduation and sent to the Registrar, Palm Beach Junior College.

If you have attended college elsewhere, you must submit transcripts from all colleges attended. Transcripts must be sent directly to the Registrar.

3. PHYSICAL EXAMINATION

Fill out the medical form on one side, sign it and have the other side filled out and returned to the Registrar by a licensed medical doctor or osteopath.

4. PLACEMENT TESTS

In order to be eligible for registration, a student must either (1) have taken the Florida Statewide Twelfth Grade Tests given to all Florida high school seniors since 1967 or (2) take the tests at the college on the date designated in the college calendar or (3) submit scores on the ACT (American College Testing Program) which is given nationally in October, December, February, April and July.

While transfer students are not required to submit test scores, it is highly recommended that they do so if credit in the first course in English and Math has not been earned at the former institution.

5. ACCEPTANCE

Upon completion of all forms, your application will be considered by the Admissions Committee and you will be notified of their action. If you are eligible to be admitted, you will receive an acceptance letter from the Registrar's office, along with dates for orientation, registration and final testing.

Any student falsifying application records will be subject to immediate dismissal without refund.

Specialized Programs

All students must complete the five steps listed above. Additional requirements for certain specialized programs are listed below. Requirements must be completed BEFORE admission to college.

NURSING

Applicants are required to submit a photostatic copy of birth certificate with official seal.

Freshmen whose placement scores put them in both remedial mathematics and remedial English, and students who score 150 or less on the twelfth grade placement test shall be required to complete one year as regular students before being admitted to the Nursing Program.

Students on academic probation shall remove this probation before being admitted to the Nursing Program.

If a student, by virtue of academic failure, is required to drop the Nursing course, she shall be readmitted to the program one time. After the second such academic failure the student shall not be readmitted to the Nursing sequence within a minimum period of approximately five years.

DENTAL HYGIENE

Applicants must (1) take ADHA Dental Hygiene Aptitude Test given in November and February; (2) have dental examination, results of which are recorded on form furnished by college; (3) be a resident of Florida; (4) have a personal interview with staff of Dental Hygiene Department; (5) complete all requirements by April 1 (except that high school seniors may, pending graduation, submit partial transcripts covering all but final semester's work).

DENTAL ASSISTING

Applicants must (1) have dental examination, results of which are recorded on form furnished by college; (2) have a personal interview with staff of Dental Assisting Program.

DENTAL LABORATORY TECHNOLOGY

Applicants must (1) successfully complete the dexterity test administered by the Dental Lab Technology staff; (2) have a personal interview with staff of D.L.T. Program.

Reactivated Students

A student who wishes to return to Palm Beach Junior College for day classes after an absence of one or more terms should:

- (1) Write Registrar's Office by deadline date in current calendar requesting that his records be made active.
- (2) File any additional forms or transcripts necessary to update admission records.

Acceptance letter will be issued upon completion of items (1) and (2).

Dual Enrollment

A currently enrolled student at Palm Beach Junior College may not attend another institution, except with permission from the Registrar's Office of Palm Beach Junior College.

Credit will not be granted at Palm Beach Junior College if a student is enrolled in another college without permission during the same session. The Palm Beach Junior College registration will be cancelled and there will be no refund of fees.

Florida Atlantic University and Palm Beach Atlantic College students must have approval of the Dean of his or her college to attend PBJC. Forms may be obtained in the Registrar's Office, Florida Atlantic University or Palm Beach Atlantic College.

Handicapped Students

Students who meet admission requirements will be accepted, if the Admissions Committee feel that they can succeed in normal classroom situations on the college level without extra assistance. Students who are not able to continue under the above circumstances will be asked not to return by the Admissions Committee.

PBJC Fees

All fees are due at the time of registration. Personal checks may be accepted for the amount of fees due. It is suggested that the student bring two checks to registration: One for registration fees and one for books.

Application Fee \$10.00

This "earnest" fee is required at the time of application. It is not refundable but will be credited to the student's fees at the time of registration.

Fees for Full-Time Students

IN-DISTRICT STUDENTS

(See Student Classifications, Page 53)

	Per Term
Matriculation Fee	\$75.00
Student Activity Fee (Fall and Winter Terms)	15.00

OUT-OF-DISTRICT STUDENTS

Tuition Fee	\$37.50
Matriculation Fee	75.00
Student Activity Fee (Fall and Winter Terms)	15.00

OUT-OF-STATE STUDENTS

Tuition Fee	\$150.00
Matriculation Fee	75.00
Student Activity Fee (Fall and Winter Terms)	15.00

Fees for Part-Time Students

MATRICULATION & TUITION FEES	IN-DISTRICT	OUT-OF-DISTRICT	OUT-OF-STATE
1-3 semester hours inclusive . . .	\$22.50	\$ 33.75	\$ 45.00
4-8 semester hours inclusive . . .	45.00	67.50	90.00
9 semester hours inclusive . . .	67.50	101.25	135.00
*10-11 semester hours inclusive (includes activity fee).	82.50	116.25	150.00
*12 or more semester hours inclusive . . . (includes activity fee)	90.00	127.50	240.00

Fees for Spring Term Students

Students enrolling for the Spring Term will be charged fees according to the schedule of Fees for Part-Time Students.

Student Activity Fee (Spring Term, each six-weeks session) \$2.50
(This \$2.50 fee will be charged to each student enrolled in five or more hours in each session and does not cover the cost of the College annual.)

*Students carrying less than 10 semester hours are entitled to a student activity card by paying the student activity fee of \$15.00. Students carrying 10 or more hours must pay an activity fee of \$15.00 each term they are enrolled. (See exception above for Spring Term.)

Special Fees

PHYSICAL EDUCATION FEES

*Bowling	18.75
*Water Skiing	25.00
*Life Saving & Water Safety, Swimming	9.00
*Golf	13.00

*Fees estimated and are subject to change

GROUP AND INDIVIDUAL MUSIC FEES

MC 120, 121, 122, 220, 221, 222 Applied Music-Instrumental (One 1/2 hour private lesson a week)	\$22.50
MC 123, 124, 223, 224 Applied Music-Instrumental (Two 1/2 hour private lessons a week)	45.00
MC 130, 131, 132, 230, 231, 232 Applied Music-Voice (One 1/2 hour private lesson a week)	22.50
MC 133, 134, 233, 234 Applied Music-Voice (Two 1/2 hour private lessons a week)	45.00
MC 141, 142 Class Voice (Class lessons, 2 class hours weekly)	15.00
MC 151, 152, 251, 252 Class Piano (Class lessons, 2 class hours weekly)	15.00
MC 161, 162 Class Guitar (Class lessons, 2 class hours weekly)	15.00
MC 226 Brass Techniques	15.00
MC 227 Woodwind Techniques	15.00
MC 228 String Techniques	15.00
MC 229 Percussion Techniques	15.00

Fees to cover the cost of instruction and materials for short courses, non-credit courses and workshops will be announced for each course offering.

MISCELLANEOUS FEES

Transcript Fee	\$1.00
Two transcripts, whether partial or final, are furnished free of charge. Additional transcripts will not be issued until this fee is paid.	
Special Term Examination Fee	3.00
Special Announced Test Fee	2.00
Breakage Card Fee	2.50
Graduation Fee	8.00

This fee is payable at the beginning of the last term prior to graduation and is not refundable.
Late Registration Fee (5.00 per course with a maximum of 20.00)

OTHER INDIVIDUAL PROGRAM COSTS

Students enrolled in the two-year Nursing Program must purchase approved insurance, uniforms and provide for transportation to the hospitals for clinical assignments. Dental Hygiene students must purchase insurance and special kits of instruments as well as approved uniforms. Art, Engineering Drawing and Drafting students will also have special equipment and supplies which they must purchase in addition to the normal cost of textbooks. The approximate minimum cost for the uniforms, equipment and materials for these specialized programs are as follows. Most of these items may be purchased at the college bookstore.

Nursing students	\$ 25.00
Dental Hygiene students	\$225.00
Engineering students	50.00

REFUNDS

Students who withdraw from college within the first five class days of any term, (except Spring Term) not including days set aside solely for registration, will be reimbursed eighty per cent of the tuition and fees. The student withdrawing must notify Registrar.

STUDENT ACTIVITY FEE

A student activity fee, paid at the beginning of each term by each student who is taking ten or more hours, is administered by the Executive Department of the Student Government Association and is used to defray expenses connected with maintaining the following activities: intercollegiate athletics, intramurals, College newspaper, College annual and such special activities as may be sponsored by the College. Payment of this fee entitles the student to be admitted free to most programs and social activities of the College.

Federal Education Benefits

VETERANS ADMINISTRATION

The College is approved by the State Department of Education and the Veterans Administration for training. Veterans who plan to attend under any of the various veteran's training laws and dependents of deceased or disabled veterans who expect to enroll under the War Orphans Educational Assistance Act, should apply to the St. Petersburg Regional Office well in advance of registration. Application forms may be secured from the V.A. Regional Office or the College Registrar's office.

Upon enrollment, veterans and veteran-dependents are required to pay all regular fees and charges, the same as other students, except for disabled veterans attending under Title 31, who are certified by V.A. prior to enrollment. Upon certification by the College and the Veterans Administration, educational allowance is paid monthly to the student for training time computed as follows:

14 or more semester hours	Full time
10 to 13 semester hours	3/4 time
7 to 9 semester hours	1/2 time
1 to 6 semester hours	Fees only

Six semester hours is full time for each six-week session of the Spring Term. Semester hours and the number of standard class sessions determine full, three-quarter and half time eligibility for a six-week session.

A person claiming benefits and eligible to receive a monthly subsistence check, should be prepared to finance in full his expenses for the first two or three months. When full eligibility is established, a subsistence check should be expected about the 10th of each month.

A veteran's dependent claiming benefits under Title 38, chapters 33 or 35, is also cautioned that it is his responsibility to sign the appropriate certification form by the end of each term and mail to V.A. Regional Office.

SELECTIVE SERVICE

The Selective Service System requires the student to fill out a written request for deferment on SS Form 104 and file it with his local board. The college is required to submit a SS 109 (Enrollment Certificate) to local boards for every male full-time undergraduate student at the beginning of each academic year. Upon receipt of these two forms, the local board will normally classify the student 11-S (deferred because of student status).

To be considered as "satisfactorily pursuing a full-time course of instruction", an undergraduate student who is taking a four-year course should earn 25 per cent of the credits required for his baccalaureate degree at the end of his first academic year, 50 per cent at the end of his second academic year, and 75 per cent at the end of his third academic year. The student's academic year includes the 12-month period following the beginning of his course of study. If his academic year begins August 26, 1967, deferment should expire August 25, 1968; if it begins January 8, 1969, deferment should expire January 7, 1970. Briefly stated, a registrant, to qualify for classification 11-S, should complete a two-year course within 24 months after his original enrollment.

A student is considered full-time if he takes a minimum of 12 semester hours of credit work. (A course previously taken here for which the student has already received credit and a grade of "D" but is repeating to earn a transferable grade, may not be included in the 12 hours.) It is evident that a student cannot take the minimum of 12 hours a term unless he attends three terms per year.

The college is required to report any changes during the year (1) from satisfactory to unsatisfactory, (2) from full-time to part-time, (3) withdrawal from college, (4) graduation. Students desiring further information should inquire at the Registrar's Office.

SOCIAL SECURITY

The social security law provides benefits up to age 22 to children whose parent on whom they were dependent dies or starts receiving social security retirement or disability benefits. The student must be in full time attendance in an educational institution. (For explanation of "full time" see paragraph 2 under Selective Service.)

Probationary Status

A student must maintain a satisfactory scholastic standing or be placed on probation, in order to remain enrolled in Palm Beach Junior College. A student must have a cumulative point average of:

1.4 or better for 1 through 14 semester hours attempted

1.6 or better for 15 through 27 semester hours attempted

1.8 or better for 28 through 45 semester hours attempted

2.0 or better for over 45 semester hours attempted or be placed on probation.

Any student on probation is limited in his load to 12 semester hours for any regular school term and to five semester hours for each six-week session of the Spring Term.

To remove probation, a student must earn sufficient quality points to bring his cumulative average up to the standard set for that number of semester hours. If he fails to remove probation at the end of the term, he will be suspended for one term unless he earns the cumulative average of the standard set for that number of semester hours, or an average of 2.0 or better on all work attempted in the immediate term.

A regular student who passes none of his work attempted in a given term is subject to automatic suspension for one term, whether he has previously been on probation or not.

A student readmitted following suspension will be admitted on probation and be subject to all regulations pertaining to probation.

Probation will be figured at the end of each school term (December, May, August.) A committee on probation will be appointed by the President to pass on appeal cases. Suspension is automatic; students with questions should see the Registrar.

Student Residence Classification

A student's residence classification is determined at the time of his first registration at Palm Beach Junior College, and adults may not change their classification thereafter by reason of residence as a student. Minors may change to Out-of-District students at the change of term after their parents have been in residence in Florida for 12 months. Minors may change to In-District students at the change of term after their parents have been in residence in Florida for 12 months, and in Palm Beach County for at least six months of that time.

OUT-OF-STATE STUDENTS

Unless a student (or, if a minor, his parents, parent or legal guardian) has had his place of bona fide permanent residence in the State of Florida for at least twelve months immediately preceding his registration, he will be classed as an out-of-state student and be subject to the out-of-state tuition fee of \$150 per term.

OUT-OF-DISTRICT STUDENTS

A student is considered an out-of-district student when he (or, if a minor, his parents, parent or legal guardian) has had his place of bona fide permanent residence for the preceding twelve months in the State of Florida but not the preceding six months in Palm Beach County immediately preceding his registration at Palm Beach Junior College. (Proof of guardianship required.)

Employees of the Board of Public Instruction who are themselves students at PBJC and who wish to request a waiver of this non-district tuition fee may obtain the proper form from the County Superintendent's Office or from the College.

IN-DISTRICT STUDENTS

A student is considered an in-district student when he (or, if a minor, his parents, parent or legal guardian) has had his place of bona fide permanent residence in the State of Florida for at least 12 months and Palm Beach County for at least 3 months immediately preceding his registration at Palm Beach Junior College. Legal papers proving guardianship must accompany the applications of students claiming in-district classification through a legal guardian. (Proof of guardianship required.)

SOPHOMORE AND FRESHMAN

A student is considered a sophomore when he has completed twenty-eight semester hours of credit, regardless of the number of terms he has been in attendance. When he has completed less than twenty-eight hours of credit, he is a freshman.

REGULAR AND SPECIAL

A student is considered a regular student when he is carrying twelve or more semester hours of credit. When he is carrying less than twelve, he is classified as a special student. Although audit and repeat-D courses carry no credit, they are counted as part of the student's load in figuring probation and maximum load allowed. However, when figuring credit load for Selective Service deferment, Social Security benefits or Veterans Administration benefits, non-credit subjects cannot be counted but must be taken in addition to the required number of credit hours.

AUDITORS

A student may be admitted to any course as an auditor with the consent of the Registrar. Students auditing a course must be regular in attendance, but are not required to take tests and examinations. No audit student may change his registration to seek credit in any course in which he is enrolled as an auditor. No day student is permitted to change to audit after he has registered for credit in the course.

Attendance

CLASS ATTENDANCE

A student must attend all classes and laboratories for which he is registered. Absence involves a scholastic loss and necessarily a lower grade. Complete regulations are in the Student Handbook.

WITHDRAWALS

A student who finds it necessary to withdraw from any course must secure from the Guidance Office a withdrawal form, have it properly filled out and signed. This procedure must be followed if the student expects to receive an honorable dismissal. A student who withdraws from any class within the time limit specified for official drops will be marked "W" with no grade recorded.

Initial steps for withdrawal from college are begun through the Dean of Men or Dean of Women for day students and through the Evening Counselor for evening students. The withdrawal form must be taken by the student to certain designated departments for checking out purposes.

ABSENCE FROM EXAMINATIONS

Absence from an examination will count as a failure unless it is for extreme necessity and a special examination is taken later. A fee of \$3.00 will be charged for a special term examination and a fee of \$2.00 for a special announced test given during the term.

Grading

GRADING SYSTEM

The following grading system is used in Palm Beach Junior College:

A—Excellent
B—Good
C—Fair
D—Poor but Passing
F—Failure

I—Incomplete
W—Withdraw

AU—Audit
NC—Non-credit Course

QUALITY POINTS

At the end of each term, quality points are assigned as follows: A, 4 quality points per credit hour; B, 3 quality points per credit hour; C, 2 quality points per credit hour; D, 1 quality point per credit hour. The scholastic standing of a student is defined as the ratio of his total number of quality points to his total number of hours attempted.

GRADE REPORTS

Grade reports are sent to students twice a term. The only grades officially recorded are those issued at the end of a term or session.

DEAN'S LIST

Students who attend Fall or Winter Term and earn 15 or more semester hours credit with a 3.0 or higher average, will have their names placed on the Dean's List for that term. Students enrolled in the Spring Term will be eligible for the Dean's List if they attend both sessions and earn 12 or more semester hours credit with a 3.0 or higher average (B or better).

STUDENT LOAD

Most students are not permitted to carry more than 18 semester hours. However, a student whose name appears on the Dean's List for the previous term and who has at least a 3.0 cumulative average, may enroll in a maximum of 21 semester hours during a regular term and 14 semester hours during the 12-week Spring Term. Students on academic probation are limited to 12 hours (see page 53).

Policies

STUDENT CONDUCT

College students are considered to have reached the age of responsibility and discretion. Their conduct, both in and out of college, is expected to be dignified and honorable. Students must realize from the first that the responsibility for their success in college work rests largely upon themselves. Policies and regulations of the college are formulated by the District Board of Trustees, the Faculty of the college, the Student Government, and the Inter Social Club Council. Each student, by the act of registering, obligates himself to obey all rules and regulations formulated by the college.

STUDENT RECORDS

All official records of a student's work are recorded in the Registrar's Office.

Palm Beach Junior College releases a student's records to all institutions at a student's written request. Official records are available to any Government representative (properly identified, i.e. FBI, Social Security and Armed Forces investigators). Written requests from parents are honored by sending an unofficial transcript of a student's work currently on file.

Students having unpaid accounts to the college will be considered cause for cancellation of registration, graduation, granting of credit, or release of transcript for any student whose account with the college is delinquent.

PREREQUISITES

A student who registers for any course for which he has not completed the pre-requisite will be required to drop the course.

REGULATION CHANGES

Any statement in this catalog is subject to change by the Administrative Committee of the college. Any question concerning the interpretation of any regulation in this catalog will be referred to the Registrar, and his decision will be final.

REPEATED COURSES AND ACADEMIC AVERAGE

A student's average will include grades on all work attempted. When a course is repeated, either a "D" or "F" grade, both the original grade and the repeat grade will be used in determining the student's average.

Repeat "D" courses are counted in student load but will not be counted for G.I. Bill, Social Security, or Selective Service requirements.

No student may repeat a course in which he has previously earned a grade of "C" or better, except on an audit basis.

INCOMPLETE GRADES

Incomplete grades are changed to "F" automatically if not made up within 2 weeks after end of term.

CORRESPONDENCE COURSES

A maximum of 15 semester hours of correspondence credit may be accepted provided:

- (1) The course was administered by a regionally accredited institution.
- (2) The minimum grade of "C" was earned.
- (3) The credit is acceptable by the institution offering the correspondence course toward one of its own degrees.
- (4) None of the final 15 semester hours before graduation may be through correspondence.

Palm Beach Junior College does not offer correspondence courses.

CERTIFICATION AND RECENCY OF CREDIT

Palm Beach Junior College maintains an up-to-date approved list of courses offered which will apply towards certification and/or recency of credit for teachers. It is the responsibility of the individual teacher to insure that courses desired meet individual requirements. These individual requirements must be resolved with the Florida State Department of Education.

EXTENSION CLASSES

The amount of extension work for which students will be allowed credit toward a degree at Palm Beach Junior College shall not exceed one-fourth of the number of credits required for the degree, (i.e., 16 semester hours of extension credit if the degree requirement is 64 semester hours). All work listed on Palm Beach Junior College transcripts taught by extension will have an "E" after the title of the course for identification purposes.



How To Choose Your Program

NON-DEGREE PROGRAMS	58
ASSOCIATE IN SCIENCE	59
ASSOCIATE IN ARTS	60
GRADUATION REQUIREMENTS	62
HELP IN MAKING YOUR CHOICE	63
DEPARTMENTS AND MAJORS LIST	64
UNIVERSITY PARALLEL MAJORS LIST	67
SPECIALIZED, BUSINESS, TECHNICAL AND PROFESSIONAL MAJORS LIST	68

How to Choose Your Program

In making your decision to seek a college education, one of the basic questions you need to answer is: "How long do I plan to stay in college?" At PBJC, more than half the students plan initially to stay in college for four years — two years at PBJC and two years at some other college or university. They are all enrolled in "University Parallel" courses, leading to an Associate in Arts Degree. If you are planning to obtain a four-year college degree, or more, you should read carefully the section under Associate in Arts Degree below.

Many students feel that they need additional training beyond high school, but are aiming for mid-management levels in some business or profession. A growing number of PBJC students plan to stay in college for only two years, completing their formal college education at PBJC in a "Specialized, Business, Technical, Professional Program" and earning an Associate in Science Degree. If you are one of these, you should read carefully the section under Associate in Science below.

The third broad category of PBJC students are not interested in a degree from college and should read the section below called "Non-Degree Programs." Some of these students will be interested in the five one-year programs offered by the college. Most will be persons who want more out of life, and know they can attain this end through education, but have no need for formal recognition of their academic efforts.

Non-Degree Programs

A student who does not desire a degree may work out whatever individual program suits his own educational need. He may register for one or more courses in the evening, or may attend several courses in the evening, or may attend several courses for one semester only. Counseling is available for these individual non-degree programs.

The college offers a growing number of formalized non-degree programs, with certificates awarded upon successful completion. A list of these non-degree programs, and the page number where additional information may be obtained, follows.

Program	Page
Computer Operator	110
Computer Tester	119
Dental Assisting	113
Fire Science Technology	122
Key Punch Operator	110
Recreation Leadership	142
Retail Sales — Clerical	95
Stenographic	95

Associate in Science

The degree of Associate in Science is awarded upon successful completion of a two year Specialized, Business, Technical or Professional Program approved by the college. The aim of the A.S. Degree program is to fit the student for immediate entry into the business, professional or industrial life of the community with a degree of training which would lead to mid-management levels.

If your answer to the question, "How long do I plan to stay in College?" is, "Not more than two years," you should make your selection of program from those listed below in the Specialized, Business, Technical and Professional list. If you plan to stay in college for four or more years, you should look under the University Parallel list.

It is important to note that students who choose Associate in Science Degree programs are NOT qualifying themselves for transfer to the junior year at a State University. If a combination of immediate job training plus possible continuation for a four-year degree is desired it is better to plan your program with a guidance counselor, using a University Parallel program as a base.

GRADUATION REQUIREMENTS FOR A. S. DEGREE

All students who wish to graduate from Palm Beach Junior College must fulfill the seven requirements listed under the general heading "Graduation Requirements" on page 62. Students are expected to complete all the courses in the program in which they are registered.

GENERAL EDUCATION REQUIREMENTS FOR A. S. DEGREE *

Students must complete the specific courses in General Education listed below: * *

Area I COMMUNICATIONS	6 hours
EH 101, 102, Freshman Communications	6
Area V SOCIAL SCIENCES	6 hours
SS 101 Social Institutions	3
AND	
SS 102 Political Institutions	3
OR	
PL 201 American National Government	3
OR	
HY 201 United States History to 1865	3

*It will be noted that General Education requirements for the A.S. degree are considerably relaxed from the rigid specifications necessary for the Associate in Arts Degree. Students who fail to meet all A.A. degree requirements for General Education sometimes choose the A.S. degree as an alternate. See "Alternate or Second Degree" following "Associate In Arts".

**Some specialized occupational programs do not need to meet all of the above general Education requirements. However, all courses listed in course outline programs in the catalog must be completed in their entirety.

Associate in Arts

If you have any intention of going to college for four years, you should choose your course from the University Parallel list below, and complete all requirements for the Associate in Arts Degree at Palm Beach Junior College. The excellent record made by PBJC students in four-year colleges and universities throughout the U.S. and abroad has been maintained by the academic standards set for this degree. The student must expect strict adherence to these standards.

While all state universities in Florida will accept as Juniors most students who have completed an A.A. Degree at Palm Beach Junior College, completion of the degree does not always qualify for admission to the junior year in certain schools and colleges within the Universities. Each college has specific course requirements which must be met.

If you plan to go into a College of Arts and Sciences, for instance, you should include two years of a foreign language at PBJC. Some colleges require two terms each of biological and physical sciences. It is important that you investigate transfer requirements in the school or college you plan to attend as early as possible, in order to fit the proper courses into your program at PBJC.

GRADUATION REQUIREMENTS FOR A.A. DEGREE

Read carefully the seven steps under the general heading "Graduation Requirements" on page 62. Students bear the primary responsibility for meeting all these requirements.

GENERAL EDUCATION REQUIREMENTS FOR A.A. DEGREE

You must complete a minimum of 36 semester hours of work, with EACH course grade a "C" or better, in the seven subject areas as specified below.

Note that the general education requirement has already been worked into the programs listed in the last section of this catalog, but even if a student is using one of these programs, it is important for him to realize that he must make a "C" on each of the subjects used to meet the general education requirement, as well as a cumulative "C" (2.0) for all subjects, in order to graduate.

Area I	COMMUNICATIONS	6 Hours
	EH Freshman Communications	6
Area II	MATHEMATICS	3 Hours
	MS 106 Mathematics for General Education or higher	3
Area III	NATURAL SCIENCES	7 Hours

TWO OF THE FOLLOWING

BY 100-105	Principles of Biology; Principles of Biology Laboratory	.4
BY 101-103	General Botany; General Botany Lab	.4
BY 102-104	General Zoology; General Zoology Lab	.4
*CY 101	General College Chemistry	4
CY 102	General College Chemistry	
	And Qualitative Analysis	4
PH 201	General Physics	4
PH 202	General Physics	4
PH 205	General Physics with Calculus I	4
PH 206	General Physics with Calculus II	4
PS 101	Survey of Physical Science	3
PS 102	Survey of Physical Science	4

*CY 100 Introduction to Chemistry may be substituted for CY 101. (Only one of these may be applied to the General Education program.)

Area IV HUMANITIES Hours

ONE OF THE FOLLOWING

EH 201	English Literature to 1660	3
EH 202	English Literature after 1660	3
EH 203	World Literature to 1600	3
EH 204	World Literature after 1600	3
EH 205	American Literature to 1865	3
EH 206	American Literature after 1865	3

AND ONE OF THE FOLLOWING

AT 110	History and Appreciation of Art	3
AT 115	History and Appreciation of Art (Foreign Study)	3
AT 215	History of Art I	3
AT 216	History of Art II	3
MC 110	Music Appreciation	3
MC 115	Music Appreciation (Foreign Study)	3

Area V SOCIAL SCIENCES 6 Hours

SS 101	Social Institutions	3
	and	
SS 102	Political Institutions	3
	or	
PL 201	American National Government	3
	or	
HY 201	United States History to 1865	3

Area VI ELECTIVES* 8 Hours

3 Hours

* As approved by academic advisor.

Total 36 Hours

Alternate or Second Degrees

Occasionally a student will wish to earn both the A.S. and the A.A. Degree from PBJC. This can be done, but requires 15 additional credits beyond the first degree earned, plus completion of all requirements for both degrees.

Sometimes students who discover near graduation that they have not completed all requirements for the A.A. Degree, but can graduate with an A.S., choose to accept the A.S. in order to graduate with classmates. As explained in the footnote under "A.S. Degree" this is perfectly acceptable as a procedure. An A.S. granted in this way does not require the completion of all of the requirements of any one of the standard Specialized, Business, Technical and Professional programs.

Students who adopt this procedure sometimes return for an additional term to complete general education requirements before transferring to a university. The Registrar must be notified of student's intention to work toward General Education requirements. Such a procedure does not allow the conferring of a second degree unless a total of 15 credit hours have been earned beyond those required for the first degree.

Graduation Requirements

General requirements for graduation from Palm Beach Junior College must be met by all students, without regard to the degree to be granted. Final responsibility for meeting the requirements for graduation for either the Associate in Arts degree or the Associate in Science degree rests with the student.

- (1) Students must have 64 semester hours for graduation. Not more than 4 semester hours of music organization and 4 semester hours of P.E. activity credit will be allowed.
- (2) The last 15 semester hours of credit must be earned in residence. The student must be in attendance during the term in which he makes application for graduation. In all cases, graduation must follow a term in which the student is in attendance. Dates for the final application for graduation are listed in the college calendar in this Bulletin. It is the responsibility of the student to meet this deadline.
- (3) A cumulative grade point average of not less than 2.0 or "C" must be achieved in all work attempted by all students.
- (4) All regular students will be required to complete four semester hours in a physical education activity and it is recommended that students enroll in a physical education activity each term until requirement is met. Exceptions to this requirement are: adults who have reached their twenty-fifth birthday, veterans with two years of service other than reserve, students enrolled in evening classes, and students enrolled in the one-year programs. Other students may be excused from the physical education program or a part thereof by a medical certificate.
- (5) Every graduating student must complete a course in Health, either HH 101 — Perspectives on Healthful Living, or HH 230 — Life Science and Health. Not more than 3 credit hours in Health will be allowed toward graduation. This requirement may be waived by satisfactorily passing a standard written Health examination.
- (6) Students must make formal application for graduation on the form furnished by the Registrar and filled out by the counselor.
- (7) Participation in graduation exercises is expected of all graduates who are eligible for graduation at end of Winter Term. The application must be presented and the graduation fee paid at the time the student registers for his final term.
- (8) General Education requirements as specified under Associate in Science and Associate in Arts above.



Help in Making Your Choice

The entire faculty at Palm Beach Junior College is utilized in an effort to match each student with the program best suited to meet his educational objectives. Students fall into major groups, and these two groups go for help to different members of the faculty.

STUDENTS WHO KNOW THEIR MAJOR AREA OF INTEREST

Students fall into two major groups: Those who know their major area of interest, and those whose major field is undecided. These two groups go for help to different members of the faculty.

MAJOR FIELD UNDECIDED

While it is important for you to choose your major field as early as possible, it is recognized by the college that many students can not yet make this decision, and others may discover they have made a wrong choice.

A staff of guidance counselors is available in the Student Personnel Department to assist the undecided student in making out a satisfactory program. Information on career opportunities and four-year colleges and universities is available at the counseling center.

Departments and Majors

ART

Architecture (A.A.)	72
Art Historian (A.A.)	73
Art Teacher (A.A.)	73
Commercial Art (A.A.)	74
Commercial Art — Tech (A.S.)	74
Craftsman (A.A.)	75
Fine Art (A.A.)	75
Interior Design (A.A.)	76
Interior Design — Tech (A.S.)	76
Photography (A.A.)	76

BIOLOGY

Bacteriology (A.A.)	81
Biology Teacher (A.A.)	81
Conservation (A.A.)	81
General Biology (A.A.)	81
Marine Biology (A.A.)	81
Medical Assistant (A.S.)	82
Plant Sciences (Agriculture) (A.A.)	83
Pre-Lab Technology (A.A.)	84
Science Education (A.A.)	81
Zoology (A.A.)	81

BUSINESS

Accounting (A.A.)	88
Banking (A.S.)	96
Business Administration (A.A.)	88
Business Teacher (A.A.)	88
Clerical Practice (A.S.)	88
Clothing and Textiles (A.A.)	89
Dietetics (A.A.)	89
Economics (A.A.)	88
Educational Secretary (A.S.)	90
Executive Secretary (A.S.)	90
Fashion (A.A.)	91

Food Service Management (A.S.)	92
General Business (A.S.)	92
Home Economics Teacher (A.A.)	89
Home Maker (A.S.)	93
Hotel-Motel Management (A.S.)	94
Insurance (A.A.)	88
International Trade (A.A.)	88
Legal Secretary (A.S.)	90
Management (A.A.)	88
Medical Secretary (A.S.)	90
Real Estate (A.A.)	88
Retailing (Management and Merchandising) (A.S.)	94
Retail Sales — Clerical (One Year, Non-Degree)	95
Sales and Marketing (A.A.)	88
Stenographic (One Year, Non-Degree)	95

CHEMISTRY

Chemistry (A.A.)	106
Chemistry Teacher (A.A.)	106
Pre-Dental (A.A.)	106
Pre-Medical (A.A.)	106
Pre-Pharmacy (A.A.)	106
Pre-Veterinary (A.A.)	106

DATA PROCESSING

Computer Operator (One Year, Certificate Program)	110
Computer Science, Business Option (A.A.)	110
Computer Science, Systems Engineering and Scientific Option (A.A.)	109
Computer Technology (A.S.)	108
Key Punch Operator (One Term Certificate Program)	110

DENTAL HEALTH SERVICES

Dental Hygiene (A.S.)	112
Dental Laboratory Technology (A.S.)	113
Dental Assistant (Certificate Program)	113

ENGINEERING TECHNOLOGY AND PHYSICS

Air Conditioning and Refrigeration Technology (A.S.)	117
Building Construction (A.A.)	118
Computer Tester (Certificate Program, One Year)	119
Drafting and Design Technology (A.S.)	119
Electrical Distribution Technology (A.S.)	120
Electronics Technology (A.S.)	120
Engineering (A.A.)	121
Fire Science Technology	122
Industrial Arts (A.A.)	123
Physical Sciences (A.A.)	123
Physics (A.A.)	123
Surveying Technology (A.S.)	118

ENGLISH

Creative Writing (A.A.)	131
English (A.A.)	131
English Teacher (A.A.)	131
Journalism (A.A.)	132
Liberal Arts (A.A.)	131
Public Relations (A.A.)	132
Speech Teacher or Speech Therapist (A.A.)	132
Speech-Drama (A.A.)	132

FOREIGN LANGUAGES

Foreign Languages (A.A.)	136
Foreign Language Teacher (A.A.)	136

HEALTH, PHYSICAL EDUCATION, AND RECREATION

Health Education (A.A.)	139
Occupational Therapy (A.A.)	140
Physical Education (A.A.)	140
Physical Therapy (A.A.)	141
Recreation (A.A.)	141
Recreation Leadership (A.S.)	142

LIBRARY

Librarian (A.A.)	147
Library Technology (A.S.)	146

MATHEMATICS

Mathematician (A.A.)	148
Mathematics Teacher (A.A.)	148

MUSIC

Music (A.A.)	152
Music (A.S.)	151
Music Education (A.A.)	152

NURSING

Nursing (A.S.)	157
Pre-Nursing (A.A.)	158

SOCIAL SCIENCE

Early Childhood Education (A.A.)	161
Education (Elementary Level) (A.A.)	162
Education (Secondary Level) (A.A.)	162
Geography (A.A.)	163
Government and Foreign Service (A.A.)	163
History (A.A.)	163
Law Enforcement (A.S.)	163
Philosophy (A.A.)	165
Political Science (A.A.)	163
Pre-Law (A.A.)	164
Pre-Ministry (A.A.)	165
Psychology-Guidance (A.A.)	165
Social Science (A.A.)	163
Social Science Teacher (A.A.)	163
Teacher Aides (A.S.)	166
Welfare Worker (A.A.)	163

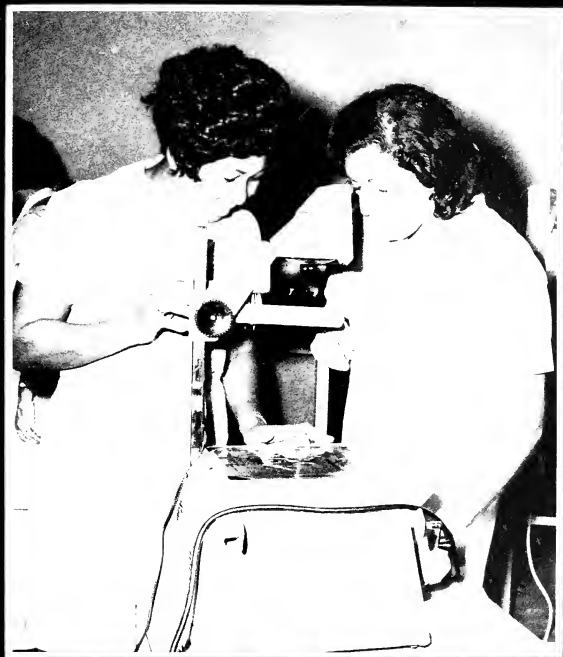
University Parallel (Associate in Arts)

MAJOR	PAGE
Accounting	88
Architecture	72
Art Historian	73
Art Teacher	73
Bacteriology	81
Biology Teacher	81
Building Construction	118
Business Administration	88
Business Teacher	88
Chemistry	106
Chemistry Teacher	106
Clothing and Textiles	89
Commercial Art	74
Computer Science, Business Option	110
Computer Science, Systems Engineering and Scientific Option	109
Conservation	81
Craftsman	75
Creative Writing	131
Dietetics	89
Early Childhood Education	161
Economics	88
Education (Elementary Level)	162
Education (Secondary Level)	162
Engineering	121
English	131
English Teacher	131
Fashion	91
Fine Arts	75
Foreign Languages	136
Foreign Language Teacher	136
General Biology	81
Geography	163
Government and Foreign Service	163
Health Education	139
History	163
Home Economics Teacher	89
Industrial Arts	123
Insurance	88
Interior Design	76
International Trade	88
Journalism	132
Liberal Arts	131
Librarian	147
Management	88
Marine Biology	81
Mathematician	148
Mathematics Teacher	148
Music	152
Music Education	152
Occupational Therapy	140
Philosophy	165
Photography	74,75
Physical Education	140
Physical Therapy	141
Physical Sciences	123
Physics	123
Plant Sciences (Agriculture)	83
Political Science	163

Pre-Dental	106
Pre-Lab Technology	84
Pre-Law	164
Pre-Medical	106
Pre-Ministry	165
Pre-Nursing	158
Pre-Pharmacy	106
Pre-Veterinary	106
Public Relations	132
Psychology-Guidance	165
Real Estate	88
Recreation	141
Sales and Marketing	88
Science Education	81
Social Science	163
Social Science Teacher	163
Speech-Drama	132
Speech Teacher or Speech Therapist	132
Welfare Worker	163
Zoology	81

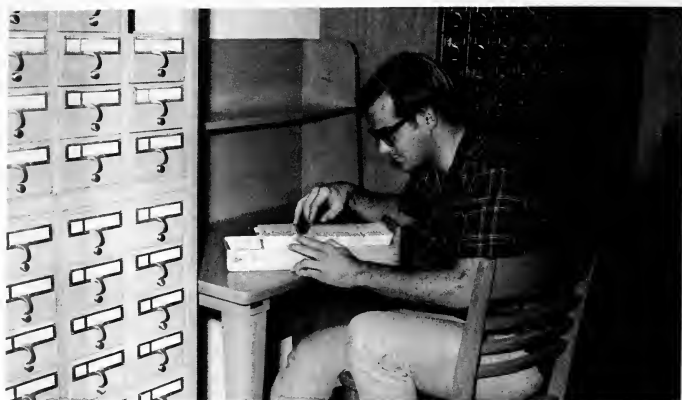
Specialized, Business, Technical, Professional Program (Associate in Science)

MAJOR	PAGE
Air Conditioning and Refrigeration Technology	117
Banking	96
Clerical Practice	88
Commercial Art—Tech	74
Computer Technology	108
Dental Hygiene	112
Dental Laboratory Technology	113
Drafting and Design Technology	119
Educational Secretary	90
Electrical Distribution Technology	120
Electronics Technology	120
Executive Secretary	90
Fire Science Technology	122
Food Service Management	92
General Business	92
Homemaker	93
Hotel-Motel Management	94
Interior Design—Tech	76
Key Punch Operator	110
Law Enforcement	163
Legal Secretary	90
Library Technology	146
Medical Assistant	82
Medical Secretary	90
Music	151
Nursing	157
Recreation Leadership	142
Retailing (Management and Merchandising)	94
Surveying Technology	118
Teacher Aides	166



Departments, Programs and Courses

HOW TO USE THIS SECTION	70
ART	72
BASIC STUDIES	80
BIOLOGY	81
BUSINESS	87
CHEMISTRY	106
DATA PROCESSING	108
DENTAL HEALTH	112
ENGINEERING & PHYSICS	117
ENGLISH	131
FOREIGN LANGUAGE	136
HEALTH & PHYSICAL EDUCATION	139
LIBRARY	146
MATHEMATICS	148
MUSIC	151
NURSING	157
SOCIAL SCIENCE	160
EXTENSION CLASSES, WORKSHOPS	171
WORKSHOPS	172



How To Use This Section

If you have read the preceding section, and have chosen, or are in the process of choosing, your area of major interest, you will want to be able to examine the program suggested by your department for the major. You will want to read a description of the course in your program, and choose the electives to meet your own educational objectives. Follow these simple steps:

1. Turn to your department.

Suppose you have discovered by reading the lists in the preceding section that the courses in Commercial Art—Tech. are listed in the Art Department. Turn to your department, it is in alphabetical order in this section.

2. Note the names of your advisors.

One of the persons listed by the last name following the word "Faculty" will serve as your faculty advisor. If you wish to know a bit more about these advisors you will find a more complete list of faculty in the first section of the Bulletin.

3. Check your major.

The list of majors is meant as a quick reference. Yes, Commercial Art—Tech. is one of the major areas in the Art Department.

4. Find your program.

Note that Commercial Art—Tech. has an (A.S.) following the title. This means it is an Associate in Science program, and if you do not remember what this means, go back and read the section under that title in the preceding section.

5. Examine the Program and look up your courses.

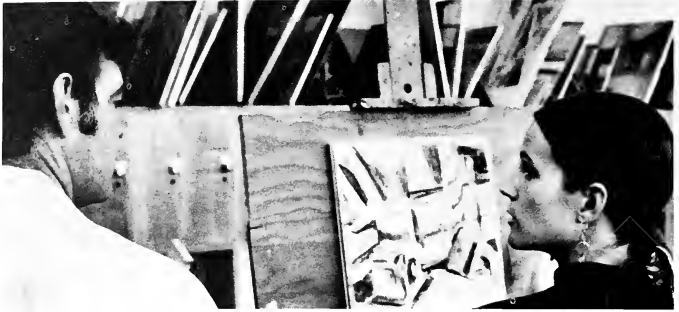
Note that under Course Prefixes at the beginning of the Art Department you will find the letters AT. This means that only courses with the AT designation are taught by the art faculty, and the description of all these courses follows immediately after the last of the Art Department programs.

But EH 101 and 102 are not to be found there. EH courses, (first and last letter of English), are to be found following the programs in the English Department. PE, (Physical Education) and HH, (Health), are to be found in the Health and Physical Education Department.

Prefix Subject and Department

You may wish to consult the reference list below in order to understand the prefixes which, along with a course number, positively identify each course. Reference to this list may help you locate course descriptions that are not in your department. The list shows the prefix, the subject the prefix indicates, and the department under which a course description will be found.

PREFIX	SUBJECT	DEPARTMENT
AC	Air Conditioning	Engineering Technology and Physics
AT	Art	Art
BA	Business Administration	Business
BE	Business Education	Business
BY	Biology	Biology
CL	Surveying	Engineering Technology and Physics
CY	Chemistry	Chemistry
DA	Dental Assisting	Dental Health Services
DG	Drafting	Engineering Technology and Physics
DP	Data Processing	Data Processing
DS	Dental Health Services	Dental Health Services
DT	Dental Technology	Dental Health Services
EG	Engineering	Engineering Technology and Physics
EH	English	English
EL	Electronics	Engineering Technology and Physics
EN	Education	Social Science
FH	French	Foreign Languages
GN	German	Foreign Languages
GY	Geography	Social Science
HC	Health Care	Nursing
HE	Home Economics	Business
HH	Health	Health, Physical Education and Recreation
HR	Hotel-Restaurant Management	Business
HY	History	Social Science
IN	Italian	Foreign Languages
JM	Journalism	English
LC	Logic	English
LT	Library Technology	Library
MC	Music	Music
ML	Materials	Engineering Technology and Physics
MS	Mathematics	Mathematics
NG	Nursing	Nursing
PE	Physical Education	Health, Physical Education and Recreation
PH	Physics	Engineering Technology and Physics
PI	Philosophy	Social Science
PL	Political Science	Social Science
PO	Police Administration	Social Science
PS	Physical Science	Engineering Technology and Physics
PY	Psychology	Social Science
RC	Recreation	Health, Physical Education and Recreation
RG	Retailing	Business
RN	Religion	Social Science
SH	Spanish	Foreign Languages
SP	Speech	English
SS	Social Science	Social Science
TA	Teacher Aide	Social Science



Art

FACULTY: Houser (Chairman), Arant, Archer, Gray, Hale, Slatery, R. Smith

MAJORS: Architecture, Art Historian, Art Teacher, Commercial Art, Craftsman, Fine Arts, Interior Design, Photography

COURSE PREFIXES: AT

PROGRAMS:

ARCHITECTURE (A.A.)

COURSE	TITLE	SEMESTER	FRESHMAN YEAR	
			Fall Term	Winter Term
AT 101	Design I		3	
AT 109	Design II			3
AT 103	Drawing I		3	
AT 104	Drawing II			3
EH 101-102	Freshman Communications		3	3
SS 101-102*	Social Inst.; Political Inst.		3	3
MS 111	College Algebra		3	
MS 121	Trigonometry & Analytic Geometry			3
PE	Physical Education		1	1
			16	16
SOPHOMORE YEAR				
AT 215	History of Art I		3	
AT 216	History of Art II			3
AT 210	Interior Design			2
PH 201-202	General Physics		4	4
HH 101†	Perspectives on Healthful Living		2	
EH	Literature		3	
PE	Physical Education		1	1
Electives**			3	6
			16	16

* PL 201 or HY 201 may be substituted for SS 102.

** Suggested Electives: MS 204, 205

† HH 230 may be substituted

ART HISTORIAN (A.A.)

FRESHMAN YEAR					
COURSE	TITLE	SEMESTER	HOURS Fall Term	CREDIT Winter Term	
AT 101	Design I		3		
AT 103	Drawing I			3	
EH 101-102	Freshman Communications		3	3	
SS 101-102*	Social Inst.; Political Inst.		3	3	
FH 101-102	Elementary French		3	3	
MS 106	Math for General Education		3		
HY 101	History			3	
PE	Physical Education		1	1	
			16	16	

SOPHOMORE YEAR

AT 203	Painting Composition I			3	
AT 215-216	History of Art I; II		3	3	
EH 203	World Literature to 1600		3		
RN 101-102	The Old Testament; The New Testament		2		
HH 101**	Perspectives on Healthful Living		2		
PE	Physical Education		1	1	
	Science		3-4	3-4	
FH 201-202	Intermediate French		3	3	
			17-18	15-16	

ART TEACHER (A.A.)

FRESHMAN YEAR					
COURSE	TITLE	SEMESTER	HOURS Fall Term	CREDIT Winter Term	
AT 101	Design I		3		
AT 102	Advertising Design I			3	
AT 103	Drawing I		3		
AT 104	Drawing II			3	
EH 101-102	Freshman Communications		3	3	
SS 101-102*	Social Inst.; Political Inst.		3	3	
PE	Physical Education		1	1	
Electives			3	3	
			16	16	
SOPHOMORE YEAR					
AT 203	Painting Composition I		2		
AT 204	Drawing III			3	
AT 108	Basic Photography		2		
AT 109	Design II			3	
AT 215	History of Art I		3		
AT 216	History of Art II			3	
EH	Literature		3		
MS 106	Math. for General Education			3	
HH 101**	Perspectives on Healthful Living		2		
PE	Physical Education		1	1	
	Natural Science		3 or 4	3 or 4	
			16-17	16-17	

*PL 201 or HY 201 may be substituted for SS 102.

** HH 230 may be substituted.

COMMERCIAL ART (A.A.)†

FRESHMAN YEAR				
COURSE	TITLE	SEMESTER	HOURS Fall Term	CREDIT Winter Term
AT 101	Design I		3	
AT 102	Advertising Design			3
AT 103	Drawing I		3	
AT 104	Drawing II			3
EH 101-102	Freshman Communications		3	3
MS 106	Math for Gen. Education		3	
PE	Physical Education		1	1
SS 101-102**	Social Inst.; Political Inst.		3	3
AT 117	Typography			3

SOPHOMORE YEAR

AT 108	Basic Photography		3	
AT 118	Technical Processes			3
AT 201-202	Advertising Design II; III		3	3
AT 215-216	History of Art I; II		3	3
EH 201	English Literature to 1660		3	
HH 101*	Perspectives on Healthful Living			2
PE	Physical Education		1	1
	Science		3-4	3-4
			16-17	15-16

COMMERCIAL ART – TECH (A.S.)†

FRESHMAN YEAR				
COURSE	TITLE	SEMESTER	HOURS Fall Term	CREDIT Winter Term
AT 101	Design I		3	
AT 102	Advertising Design I			3
AT 103	Drawing I		3	
AT 104	Drawing II			3
AT 108	Basic Photography		2	
AT 118	Technical Processes			3
EH 101	Freshman Communications		3	
EH 102 or 110	Freshman Communications; Tech. Writing			3
MS 106	Math for General Education		3	
DG 110	Electrical Drafting			3
PE	Physical Education		1	1
			15	16
AT 201-202	Advertising Design II; III		3	3
AT 117	Typography		3	
AT 113	Design III - Color		3	
AT 110	History & Appreciation of Art		3	
HH 101*	Perspectives on Healthful Living			2
LC 101	Logic			3
PE	Physical Education		1	1
PY 201	Psychology			3
SS 101-102**	Social Inst; Political Inst.		3	3
Electives				2
			16	17

*HH 230 may be substituted.

**PL 201 or HY 201 may be substituted for SS 102.

†A program in Photography may be developed with the aid of Art Department counselor.

CRAFTSMAN (A.A.)

		FRESHMAN YEAR		HOURS	CREDIT
COURSE	TITLE	SEMESTER			
			Fall Term	Winter Term	
AT 101	Design I		3		
AT 109	Design II			3	
AT 103	Drawing I		3		
AT 104	Drawing II			3	
EH 101-102	Freshman Communications		3	3	
SS 101-102*	Social Inst; Political Inst.		3	3	
PE	Physical Education		1	1	
Electives			3	3	
			16	16	

SOPHOMORE YEAR

AT 105	Ceramics I		2		
AT 106	Ceramics II			2	
AT 108	Basic Photography			2	
or					
AT 203	Painting Composition I			(2)	
AT 210-212	Interior Design I; II		2	3	
AT 215-216	History of Art I; II		3	3	
EH	Literature		3		
MS 106	Math for General Education		3		
HH 101**	Perspectives on Healthful Living			2	
PE	Physical Education		1	1	
	Science		3-4	3-4	
			17-18	16-17	

*PL 201 or HY 201 may be substituted for SS 102.

** HH 230 may be substituted.

FINE ARTS (A.A.)†

		FRESHMAN YEAR		HOURS	CREDIT
COURSE	TITLE	SEMESTER			
			Fall Term	Winter Term	
AT 101	Design I		3		
AT 103	Drawing I		3		
AT 104	Drawing II			3	
AT 109	Design II			3	
AT 113	Design III - Color			3	
EH 101-102	Freshman Communications		3	3	
MS 106	Math for General Education		3		
SS 101-102*	Social Inst.; Political Inst.		3	3	
PE	Physical Education		1	1	
			16	16	

SOPHOMORE YEAR

AT 203	Painting Composition I		2		
AT 204	Drawing III		3		
AT 205*	Painting Composition II			2	
AT 215-216	History of Art I; II		3	3	
EH 201	Literature		3		
HH 101**	Perspectives on Healthful Living			2	
PE	Physical Education		1	1	
	Science		3-4	3-4	
Electives				5	
			15-16	16-17	

*PL 201 or HY 201 may be substituted for SS 102.

**Photography students should take AT 108.

***HH 230 may be substituted.

†A program in Photography may be developed with the aid of Art Department counselor.

INTERIOR DESIGN – TECH (A.S.)

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDIT
			Fall Term	Winter Term
AT 101	Design I		3	
AT 109	Design II			3
AT 103	Drawing I		3	
AT 104	Drawing II			3
AT 110	History & Appreciation of Art		3	
EH 101-102	Freshman Communications		3	3
SS 101-102*	Social Inst; Political Inst.		3	3
AT 108	Basic Photography			2
PE	Physical Education		1	1
SOPHOMORE YEAR			16	15

AT 105	Ceramics I		2	
AT 203	Painting Composition I		2	
AT 210-212	Interior Design I; II		2	3
BA 214	Salesmanship		3	
BA 101	Principles of Accounting		3	
BA 212	Principles of Marketing			3
AT 113	Design III - Color			3
HH 101**	Perspectives on Healthful Living		2	
RG 102	Textiles			3
PE	Physical Education		1	1
Electives			2	3
			17	16

INTERIOR DESIGN (A.A.)

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDIT
			Fall Term	Winter Term
AT 101	Design I		3	
AT 109	Design II			3
AT 103	Drawing I		3	
AT 104	Drawing II			3
EH 101-102	Freshman Communications		3	3
SS 101-102*	Social Inst.; Political Inst.		3	3
PE	Physical Education		1	1
Electives			3	3
			16	16

SOPHOMORE YEAR

AT 105	Ceramics I		2	
AT 106	Ceramics II			2
AT 108	Basic Photography			2
or				
AT 203	Painting Composition I			(2)
AT 210-212	Interior Design I; II		2	3
AT 215-216	History of Art I; II		3	3
EH	Literature		3	
MS 106	Math for General Education		3	
HH 101**	Perspectives on Healthful Living			2
PE	Physical Education		1	1
	Science		3 or 4	3 or 4
			17-18	16-17

*PL 201 or HY 201 may be substituted for SS 102.

**HH 230 may be substituted.



COURSE DESCRIPTIONS:

AT 101 DESIGN I

The visual principles and elements are explored, primarily in two dimensional relationships. This is a basic course in design where the student develops a familiarity with the vocabulary of art and a technical skill in handling the tools of art. 1-4-3*

AT 102 ADVERTISING DESIGN I

(Prerequisite: AT 101 Design I). Lettering and layout form the basis for study of visual relationships. Knowledge of tools and procedures is stressed. This course fulfills the requirement for teachers accreditation in lettering. 1-4-3*

AT 103 DRAWING I

A basic course in drawing with emphasis on composition including the use of linear and aerial perspective. Still life, landscape, and the figure will be used with appropriate materials. 1-4-3*

AT 104 DRAWING II

A continuation of AT 103. The emphasis is on composition using the figure as a major means of execution through the use of appropriate materials. 1-4-3*

AT 105 CERAMICS I

This course introduces the basic methods of ceramic production in hand building, wheel throwing and glaze application. Structure and artistic merit are stressed. 0-4-2*

* Lecture—Lab—Credit Hours

AT 106 CERAMICS II

(Prerequisite: AT 105). A continuation of the ceramics unit introduced in AT 105. Basic experimentation is introduced in the making of clay bodies and glazes. Kiln stacking and firing are required. 0-4-2*

AT 107 ENAMELING

This study includes an analysis of historic and modern practices, exploration, experimentation and individual expression in all enameling techniques with emphasis on professional quality of execution. 0-4-2*

AT 108 BASIC PHOTOGRAPHY

A basic course including the study of light lenses, types of cameras, photographic materials and darkroom procedures. Students apply theory and technique to the making of photographs. 0-4-2*

AT 109 DESIGN II

(Prerequisite: AT 101). Further exploration of the visual principles and elements with emphasis on the third dimension is undertaken. A wide variety of appropriate materials will be used. 1-4-3*

AT 110 HISTORY AND APPRECIATION OF ART

This course presents a broad view into important works of the visual arts from the past and present. The course is designed to provide the student with an intelligent insight into works of art and meet the needs of the General Education program in the Humanities. 3-0-3*

AT 112 ARTS AND CRAFTS

A survey of the fields of arts and crafts as it pertains to recreational and educational activities. The course is concerned with the application of inexpensive materials and articles, with emphasis on the development of ingenuity, creativity, and imagination of the student. 1-4-3*

AT 113 DESIGN III (Color)

Emphasis upon color theory and upon the use of color in design. Light will be considered. 1-4-3*

AT 115 HISTORY AND APPRECIATION OF ART (FOREIGN STUDY)

A survey of the galleries and historic sites of Europe. The conducted tour will spend six weeks in Europe, with a series of preview lectures before departure. A sketch and/or photographic record and report will be required of students seeking credit. A special fee is charged. 3-0-3* Permission of Instructor is necessary.

AT 117 TYPOGRAPHY

The course deals with the history and development of type faces to the present in the form of lectures and demonstrations. Design is stressed in actual laboratory work involving type faces covering areas such as recognition of type faces, photo and mechanical, measurement of data, marking of copy, proofreading, composing and specification of type, combining of faces using various papers and inks, and the finishing of a camera ready layout. 1-4-3*

AT 118 TECHNICAL PROCESSES

The course covers familiarization of the offset press, platemaker, and composer. Provides specific and intensive training in use of the photo type setting equipment, color separation equipment, graphic camera, instant print screen camera, leroy sets, screening of photos and various hand tools. Design is stressed in all problems involving laboratory work. 1-4-3*

* Lecture—Lab—Credit Hours

AT 201 ADVERTISING DESIGN II

(Prior to 1970 was listed as Techniques of Advertising and Industry.) (Prerequisite: AT 102 Advertising Design.) Commercial art material for reproduction is a major concern. Production procedures are carried out from roughs to finished art. Field Trips will be taken to different working areas of the advertising art industry where the techniques and procedures of graphic reproduction will be studied. 1-4-3*

AT 202 ADVERTISING DESIGN III

(Prior to 1970 was listed as Techniques of Advertising and Industry.) (Prerequisite: AT 201.) Visualization and presentation of layout and design is carried out in presentation art. Emphasis will be on design of a company's advertising program. Speed and proficiency are goals and the student's production becomes the basis for his portfolio. 1-4-3*

AT 203 PAINTING COMPOSITION I

(Prerequisite: AT 100 level lab course in Art). This course explores the fundamental techniques of painting in water color, acrylic and/or oil. A sensitive understanding of expression through composition is sought. Sound technical procedures are emphasized. 0-4-2*

AT 204 DRAWING III

(Prerequisite: AT 103 and AT 104). Continued study of the figure, perspective and composition form the basis for creative procedures. Individual research is required on the part of the student. (A variety of media will be used.) 1-4-3*

AT 205 PAINTING COMPOSITION II

(Prerequisite: AT 203). This is a continuation of AT 203. The major concern is the exploration of composition as a solution of individual problems of expression through the study of styles in the past and present. Oil and/or acrylic and water color are the major media. 0-4-2*

AT 210 INTERIOR DESIGN I

The aim is to provide the skills, judgment and imagination needed to create beautiful functional, and individual homes and offices. Design, function, materials and furnishings are studied. Appropriate field trips and visiting lecturers are part of the course. This is for the general student to develop personal competence and to serve the art major an introduction to the field of interior design. 1-2-2*

AT 212 INTERIOR DESIGN II

(Prerequisite AT 101, AT 210). An advanced course for the student of Interior Design. Techniques of rendering and experience in handling display are integral parts of the course. The emphasis will be upon the study of interiors from an environmental view. The study of fabrics, materials and accessories are an essential part of the course. 1-4-3*

AT 215 HISTORY OF ART I

Critical analysis of major works of art from pre-historic world to the Gothic cathedral. Encompassing painting, sculpture and architecture, the course will emphasize the meaningful correlation of the art work with the civilization that produced it. 3-0-3*

AT 216 HISTORY OF ART II

Critical analysis of major works of art from the Renaissance through Modernity. Encompassing painting, sculpture and architectural works. The course will emphasize the meaningful correlation of the art work with the civilization that produced it. 3-0-3*

* Lecture—Lab—Credit Hours



Basic Studies

FACULTY: Huber (Chairman), J. Adams, Bosworth, Flory, Leggitt, Phillips

COURSE PREFIXES: EH

COURSE DESCRIPTIONS:

EH 101 FRESHMAN COMMUNICATIONS

Sections 50-59 (Reading Emphasis)

The content of this course is essentially the same as EH 101, sections 1-49, except this course is an emphasis section designed specifically to provide assistance in reading for those students whose scores on the reading placement test indicate a need for special help. A reading laboratory equipped with rateometers, films, and other aids provides intensive instruction and practice in improving reading speed and comprehension. Students passing this course go into EH 102, sections 50-79. 3-0-3*

Sections 60-69 (Writing Emphasis)

The course is essentially the same as EH 101, sections 1-49, except this course is an emphasis section designed specifically to provide assistance in writing and reading for those students whose scores on the writing placement test indicate a need for special help. Students passing this course go into EH 102, sections 50-79. 3-0-3*

Sections 70-79 (Reading and Writing Emphasis)

Essentially this course is the same as EH 101, sections 1-49, except that it provides an emphasis section designed specifically to provide assistance in writing and reading for those students whose scores on both the reading and writing placement tests indicate a need for special help. Students passing this course go into EH 102, sections 50-79. 3-0-3*

EH 102 FRESHMAN COMMUNICATIONS

Sections 50-79

(Prerequisites: EH 101, sections 50-79.) This course is a continuation of EH 101, sections 50-79, and is basically the same as other sections of EH 102, except that it provides emphasis for those students who need continuing special help in writing and reading. 3-0-3*

Lecture—Lab—Credit Hours

Biology

FACULTY: Gathman (Chairman), Allred, Burnside, Butler, Caylor, Gross, Hartman, Holling, Marsteller, Maxwell, McCart, Sammons, Schmiederer

MAJORS: Bacteriology, Biology Teacher, Conservation, General Biology, Marine Biology, Medical Assistant, (Tech), Plant Sciences (Agriculture), Pre-Lab Technology, Science Education, Zoology

COURSE PREFIXES: BY

PROGRAMS:

GENERAL BIOLOGY, BACTERIOLOGY, BIOLOGY TEACHER, MARINE BIOLOGY, CONSERVATION (WILD LIFE), SCIENCE EDUCATION, ZOOLOGY (A.A.)

SUGGESTED CURRICULUM: This is a minimum program. It is strongly recommended that the student consult the catalog of the senior institution to which he plans to transfer. The less well prepared student may have to take some spring term work in order to complete these courses in two years. The same basic courses apply no matter which branch of biology is the student's final goal.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDIT
BY 100-105	Principles of Biology; Principles of Biology Laboratory		4	
BY 101-103	General Botany I; Gen. Botany Lab		4	
or				
BY 102-104	General Zoology; Gen. Zoology Lab		(4)	
EH 101-102	Freshman Communications		6	
CY 101-102	General Chemistry		8	
SS 101	Social Institutions		3	
MS 111-121	College Algebra; Trigonometry		6	
PE	Physical Education		2	
			<hr/>	
			33	

SOPHOMORE YEAR

BY 201-202	Comparative Vertebrate Anatomy		6	
or				
BY 211	Botany II		(4)	
BY 203	Genetics		3	
BY 205	Experiments in Genetics		1	
CY 211-212	Organic Chemistry		8	
EH	Literature		3	
AT 110	History & Appreciation of Art		3	
or				
MC 110	Music Appreciation		(3)	
HH 101*	Perspectives on Healthful Living		2	
SS 102**	Political Institutions		3	
PE	Physical Education		2	
Electives			2-4	
			<hr/>	
			33-35	

*HH 230 may be substituted

** PL 201 or HY 201 may be substituted for SS 102.



MEDICAL ASSISTANT (A.S.)

This course prepares the student for work in the physician's office as his assistant. The trainee learns to make and check appointments, keep records of visitations, necessary supplies, write letters, case histories, and purchase orders for supplies; prepare monthly statements; do routine laboratory work such as blood and urinalysis testing; and, in general, to establish better public relations.

COURSE	TITLE	FRESHMAN YEAR	SEMESTER	HOURS		CREDIT
				Fall Term	Winter Term	
BA 101	Principles of Accounting					3
BE 105-106†	Typewriting			2		2
BY 151-152	Anatomy and Physiology			3		3
EH 101	Freshman Communications			3		
HH 101*	Perspectives on Healthful Living			2		
HH 103	First Aid					1
CY 100	Introduction to Chemistry			3		
PE	Physical Education			1		1
PY 201	General Psychology					3
BE 200	Business Communications					3
HE 101	Nutrition			3		
				17	16	

†If the student has had typewriting in high school or can pass the qualifying test satisfactorily, he may be exempt from BE 105 and/or BE 106.

*HH 230 may be substituted

SOPHOMORE YEAR

BE 101	Office Practice	3	
BE 203	Special Applications of Dictation and Transcription		2
BE 205	Advanced Typewriting		2
BY 156	Microbiology	3	
BY 251	Medical Laboratory Procedures	3	
BY 254	Internship		3
NG 255-256	Medical Terminology	3	2
PE	Physical Education	1	1
PY 202*	Personality Development		3
DS 105	Pharmacology	1	
SS 101-102**	Social Inst.; Political Inst.	3	3
		<hr/> 17	<hr/> 16

*PY 203 may be substituted

**PL 201 or HY 201 may be substituted for SS 102

PLANT SCIENCES (AGRICULTURE) (A.A.)

This program will provide the necessary General Education requirements for the first two years of college. Training emphasis required for careers in agriculture include biology, botany, chemistry, mathematics, physics, genetics, and physiology.

FRESHMAN YEAR			
COURSE	TITLE	SEMESTER	HOURS CREDIT
BY 100-105	Principles of Biology; Principles of Biology Laboratory		4
BY 101-103	General Botany I; Gen. Botany Lab		4
or			
BY 102-104	General Zoology; Gen. Zoology Lab	(4)	
BY 203*	Genetics		3
BY 205*	Experiments in Genetics		1
EH 101-102	Freshman Communications		6
MS 111	College Algebra		3
MS 121	College Trigonometry		3
PE	Physical Education		2
SS 101-102**	Social Inst.; Political Inst.		6
			<hr/> 32

*Students planning to major in the life sciences in the College of Agriculture, University of Florida should not take genetics here.

SOPHOMORE YEAR

CY 101-102	General College Chemistry	8
EH	Literature	3
HH 101*	Perspectives on Healthful Living	2
PE	Physical Education	2
PH 201-202	General Physics	8
AT 110	History & Appreciation of Art	3
MC 110	Music Appreciation	3
***Electives		4
		<hr/> 33

*HH 230 may be substituted

**PL 201 or HY 201 may be substituted for SS 102

***Suggested Elective, BY 211.

Note: Students planning to study Forestry at the University of Florida should include MS 204 in the sophomore year.

PRE-LABORATORY TECHNOLOGY (A.A.)

Ninety (90) semester hours of preliminary work are required for admission to the institution offering the final year of laboratory instruction. While 90 of these hours may be taken at a junior college the student will receive only an M.T. designation and no bachelor's degree upon completion of the clinical year. If a baccalaureate degree is desired along with the M.T., the student must complete the third year of preliminary work at a baccalaureate degree-granting institution. The requirements for the A.A. degree at Palm Beach Junior College will be fulfilled at the end of the second year in the program outlined.

FRESHMAN YEAR					
COURSE	TITLE	SEMESTER	HOURS Fall Term	CREDIT Winter Term	
CY 101-102	General Chemistry		4	4	
or					
CY 100	Introduction to Chemistry	(3)			
BY 100-105	Principles of Biology; Principles of Biology Laboratory		4		
BY 101-103	General Botany I; Gen. Botany Lab			4	
or					
BY 102-104	General Zoology; Gen. Zoology Lab			(4)	
EH 101-102	Freshman Communications		3	3	
MS 111-121	College Algebra; Trigonometry		3	3	
PE	Physical Education		1	1	
SS 101-102* . . .	Social Inst.; Political Inst.		3	3	
			18	18	
SOPHOMORE YEAR					
CY 202	Quantitative Analysis			4	
CY 211-212	Organic Chemistry		4	4	
EH	English Literature		3		
PH 201-202** . . .	General Physics		4	4	
AT 110	History & Appreciation of Art		3		
or					
MC 110	Music Appreciation	(3)			
PE	Physical Education		1	1	
HH 101*	Perspectives on Healthful Living		2		
Elective				4	
			17	17	
THIRD YEAR					
BY 201-202	Comparative Vertebrate Anatomy		3	3	
PY 201	General Psychology		3		
BY 203	Genetics			3	
BY 205	Experiments in Genetics			1	
BY 156	Microbiology			3	
Electives (BE 105,106 and a language)			9	6	
			15	16	

* PL 201 or HY 201 may be substituted for SS 102.

**May be postponed until the third year if elective is chosen, and HH 230 may be substituted.

COURSE DESCRIPTIONS:

BY 100 PRINCIPLES OF BIOLOGY

(Co-requisite: BY 105) An introduction of the principles of biology designed primarily to acquaint the student with the concepts of cellular biology and biochemistry, genetic theory, evolutionary principles, and ecological problems. Emphasis will be placed on those biological principles which man needs to better understand his role and responsibility to the environment. 3-0-3*

BY 105 PRINCIPLES OF BIOLOGY LABORATORY

(Co-requisite: BY 100) Laboratory studies dealing with biochemistry, physiology, taxonomy, morphology, genetics, and other related topics will be emphasized. 0-2-1*

BY 101 GENERAL BOTANY I

(Prerequisite: BY 100-105; co-requisite: BY 103). An introductory survey of the plant kingdom with emphasis on phylogenetic relationships. Topics will include the cytology, morphology, anatomy, physiology, and economic importance of plants. 3-0-3*

BY 103 GENERAL BOTANY LABORATORY

(Co-requisite: BY 101). The laboratory exercises will correlate with the topics of the lecture. 0-2-1*

BY 102 GENERAL ZOOLOGY LECTURE

(Prerequisite: BY 100-105; co-requisite: BY 104). An introductory course dealing with the structure, functioning, embryology, and evolutionary relationships of representatives of the major animal phyla culminating in man. 3-0-3*

BY 104 GENERAL ZOOLOGY LABORATORY

(Prerequisite: BY 100-105; co-requisite: BY 102). This laboratory includes observation of representative groups of the animal kingdom. 0-2-1*

BY 151 ANATOMY AND PHYSIOLOGY

An introductory course in the structure and functions of the human body. The organization of the body, characteristics of living matter, and cell activities are studied as well as the skeletal, muscular, and nervous systems. 2-2-3*

BY 152 ANATOMY AND PHYSIOLOGY

(Prerequisite: BY 151 Anatomy and Physiology). This course is a continuation of BY 151. The circulatory, respiratory, digestive, excretory and reproductive systems of the body are studied. The anatomy and physiology of the special senses and endocrine systems are included. 2-2-3*

BY 156 MICROBIOLOGY

A study of the characteristics and importance of microorganisms with emphasis on identification, control, relationship to health and disease and economic importance. 2-2-3*

BY 201 COMPARATIVE VERTEBRATE ANATOMY

(Prerequisite: A grade of "C" or better in BY 102 General Biology). The laboratory includes examination of the protochordates and dissection of the lamprey and dogfish shark. The lectures discuss the origins, classification, and certain organ systems of the chordates. 2-4-3*

BY 202 COMPARATIVE VERTEBRATE ANATOMY

(Prerequisite: BY 201 Comparative Vertebrate Anatomy). This is a continuation of BY 201. The work in the laboratory includes Necturus and the cat. The lectures deal with the higher vertebrates and the systems not treated in BY 201. In addition, some early embryology is included. 2-4-3*

BY 203 GENETICS

(Prerequisite: BY 101, General Biology). This is a study of the effects of heredity units in interplay with the environment on the development and function of organisms, with emphasis on human inheritance and modern biochemical genetics. This course is of importance to prospective teachers, social workers, medical students, and majors in biology. 3-0-3* (offered in Winter Term only)

BY 205 EXPERIMENTS IN GENETICS

(Co-requisite or Prerequisite: BY 203 and permission of instructor). The work consists of experimental determination of various genetic ratios mainly by the culture and breeding of fruit flies. 0-2-1* (Offered in Winter Term only)

*Lecture—Lab—Credit Hours



BY 211 BOTANY II

(Prerequisite: BY 101-103). A detailed study of the vascular plants with particular emphasis on their taxonomy, distribution, and ecology. The advanced study of vascular plant morphology and anatomy will be stressed in the laboratory. Field work will include ecological studies and the preparation of a plant collection. 3-3-4*

BY 215 INTRODUCTION TO MARINE SCIENCE

(Prerequisite: BY 102-104). This is an introductory course in marine biology and its related fields. Lectures will cover such topics as common marine organisms and their ecology, fishery methods, and elementary oceanography. This course is designed to introduce the future marine biologist to organism identification, laboratory research, and field collecting methods. Regular field trips will be required. 3-2-4*

BY 221 GENERAL HORTICULTURE

This course will give the home gardeners and workers in the various fields of horticultural practices a background in the proper development of a landscape plan, landscape maintenance, turf management, plant propagation, and insect and disease control. Field trips and laboratory demonstrations will be included in the presentation. Tropical fruit management will be discussed. 3-0-3* (Offered in evenings only)

BY 251 MEDICAL LABORATORY PROCEDURES

(Prerequisite: CY 100 or higher. Previous experience will fulfill this prerequisite.) This course includes routine testing of urine, blood counting, blood and urine chemistries and techniques, blood typing, cross-matching, and other procedures that may be required by the physician. 1-4-3* (Offered in fall term only.)

BY 254 INTERNSHIP

(Prerequisite: BY 251.) During the fourth term in the sophomore year, actual work experience in offices of local doctors is arranged for those students who have shown sufficient aptitude in the Medical Assistant's program. 0-5-3* (Credit granted only at end of Winter Term)



Business

FACULTY: Holzman (Chairman), Batson, Dixon, Franklin, Hummel, Kane, Ledbetter, Martin, McAliley, Sears, Smith, Van Duzee

HOME ECONOMICS: Hall, Prentice

HOTEL-FOOD SERVICE MANAGEMENT: Ambrosio, Rive'

RETAILING: Mullikin, Wo Widdows

MAJORS: Accounting, Business Administration (University Parallel), Business Teacher, Clerical Practice, Clothing and Textiles, Dietetics, Economics, Educational Secretary, Executive Secretary, Fashion, Food Service Management, General Business (Tech), Home Economics Teacher, Homemaker, Hotel-Motel Management, Insurance, International Trade, Legal Secretary, Management, Medical Secretary, Real Estate, Retailing (Management and Merchandising), Retail Sales-Clerical (one year), Sales and Marketing, Stenographic (one year).

COURSE PREFIXES: BA, BE, HE, HR, RG

PROGRAMS: Students majoring in Business Teacher, Economics, Insurance, International Trade, Management, Real Estate, Sales and Marketing will follow the program as outlined under Business Administration, (A.A.).

Students majoring in Legal Secretary or Medical Secretary will follow the program outlined under Executive Secretary, (A.S.), with substitutions as arranged in counseling.

BUSINESS ADMINISTRATION (A.A.)

This curriculum is to be followed by the student who plans to work for the baccalaureate degree in Accounting, Business Administration, Economics, Management, Sales and Marketing, Business Teacher, Real Estate, Insurance, International Trade, Retailing and Hotel-Food Service.

GENERAL EDUCATION AND GRADUATION REQUIREMENTS

COURSE	TITLE	SEMESTER	HOURS	CREDIT
EH 101-102	Freshman Communications		6	
MS 111	College Algebra		3	
	Science		7-8	
SS 101-102*	Social Inst.; Political Inst.		6	
BA 101-102	Principles of Accounting		6	
BA 204-205	Principles of Economics		6	
EH	Literature		3	
MS 208	Elementary Statistics		3	
PE	Physical Education		4	
AT 110	History & Appreciation of Art		3	
or				
MC 110	Music Appreciation	(3)		
HH 101**	Perspectives on Healthful Living		2	
Electives			15	
				64-65

ELECTIVES

Business Electives should be selected only after you have examined the catalog of the upper division college you plan to attend and have discussed these with your academic counselor.

SUGGESTED BUSINESS ELECTIVES

BA 100	Introduction to Business	3
BE 100	Office Machines	2
DP 102	Basic Computer Theory	3
BE 105**	Typewriting	2
BE 200	Business Communications	3
BA 207-208	Business Law	6
BA 212	Principles of Marketing	3
BA 214	Principles of Salesmanship	3

CLERICAL PRACTICE (A.S.)

The purpose of this curriculum is to prepare the student for employment as clerk-typist.

FRESHMAN YEAR				
COURSE	TITLE	SEMESTER	HOURS	CREDIT
BA 100	Introduction to Business		3	
BE 105-106**	Typewriting		4	
EH 101-102 or 110	Freshman Communications		6	
PE	Physical Education		2	
SS 101-102*	Social Inst.; Political Inst.		6	
Electives			11	
				32

*PL 201 or HY 201 may be substituted for SS 102.

**If the student has had typewriting in high school or can pass the qualifying test satisfactorily, he may be exempt from BE 105.

***HH 230 may be substituted.

SOPHOMORE YEAR

A 101	Principles of Accounting	3
A 110	Business Mathematics	3
E 100	Office Machines	2
E 101	Office Practice	3
E 205	Typewriting	2
E 200	Business Communications	3
HH 101*	Perspectives on Healthful Living	2
E	Physical Education	2
Electives		12

32

**HH 230 may be substituted.

CLOTHING AND TEXTILES, DIETETICS, HOME ECONOMICS TEACHER (A.A.)

The suggested curriculum in home economics provides university parallel courses to meet the needs of students who are interested in preparation for professional positions in child development, dietetics, home and family life, teaching, foods, nutrition, merchandising and clothing, and in other related areas.

FRESHMAN YEAR			
COURSE	TITLE	SEMESTER	HOURS CREDIT
EH 101-102	Freshman Communications		6
	Sciences*		7
HE 101	Elements of Nutrition		3
HE 102	Food for the Family		3
HE 106	Elements of Clothing Construction		3
MS 106 or 111	Mathematics		3
PE	Physical Education		2
SS 101-102 *	Social Inst.; Political Inst.		6
			33

SOPHOMORE YEAR

AT 110	History & Appreciation of Art	3
EH	Literature	3
HH 101*	Perspectives on Healthful Living	2
PE	Physical Education	2
PI 101	Introduction to Philosophy	3
PS 201	General Psychology	3
SP 101	Fundamentals of Speech	3
HY 101	Ancient & Medieval Civilizations	3
CLOTHING MAJORS		
HE 201	Clothing Construction	(3)
HE 203	Costume Selection	(3)
OTHER MAJORS		
Elective		10

32

*Child Development and Home and Family Life majors may elect any of the science courses to meet the general education requirements.

**PL 201 or HY 201 may be substituted for SS 102.

EDUCATIONAL SECRETARY (A.S.)

This curriculum meets the academic requirements of the professional standards program of the National Association of Educational Secretaries. All eight test areas are thoroughly covered.

FRESHMAN YEAR				
COURSE	TITLE	SEMESTER	HOURS	CREDIT
BA 100	Introduction to Business		3	
BA 101	Accounting Principles		3	
BA 110	Business Mathematics		3	
BE 100	Office Machines		2	
BE 103-104*	Shorthand		6	
or				
BE 206-207	Machine Shorthand	(6)		
BE 105-106*	Typewriting		4	
EH 101-102 or 110	Freshman Communications ; Tech Writing		6	
SS 101	Social Institutions		3	
PE	Physical Education		2	
				32

SOPHOMORE YEAR

BA 204	Principles of Economics	3
BA 209	Florida School Laws and Regulations	3
BA 213	Principles of Supervision for Office Personnel	3
BA 271	Supervision—Human Relations in Business	3
BE 101	Office Practice	3
BE 200	Business Communications	3
BE 201	Advanced Dictation & Transcription	3
BE 205*	Advanced Typewriting	2
HH 101**	Perspectives on Healthful Living	2
PE	Physical Education	2
PL 201	American National Government	3
PY 201	General Psychology	3
		33

EXECUTIVE SECRETARY, LEGAL SECRETARY, MEDICAL SECRETARY (A.S.)

This is an executive secretarial course, training the student to do top-level secretarial work with a minimum stenographic skill of 120 words a minute in shorthand, 65 words a minute in typewriting, and 40 words a minute in transcribing.

FRESHMAN YEAR				
COURSE	TITLE	SEMESTER	HOURS	CREDIT
BA 100	Introduction to Business		3	
BA 101-102	Principles of Accounting		6	
BE 103-104†	Shorthand		6	
or				
BE 206-207	Machine Shorthand	(6)		
BE 105-106†	Typewriting		4	
EH 101-102 or 110	Freshman Communications ; Tech Writing		6	
PE	Physical Education		2	
SS 101-102***	Social Inst.; Political Inst.		6	
				33

*All typing courses and BE 103 and 104 may be waived if an appropriate score is made on the achievement test. Electives may be substituted. Suggested electives are: BA 102, 208, 205; DP 101, 102; SP 101.

**HH 230 may be substituted.

***PL 201 or HY 201 may be substituted for SS 102.

† The beginning courses in shorthand and typewriting may be waived if the student has acquired the necessary skill in high school. This would leave room for electives. Suggested elective courses: BE 203, HE 203, and SP 101.

SOPHOMORE YEAR

BA 110*	Business Mathematics	3
BA 204	Principles of Economics	3
BA 207-208	Business Law	6
BE 100	Office Machines	2
BE 101	Office Practice	3
BE 200	Business Communications	3
BE 201	Advanced Dictation & Transcription	3
BE 205	Advanced Typewriting	2
HH 101**	Perspectives on Healthful Living	2
PE	Physical Education	2
	Electives	3
		<hr/> 32

*Legal secretaries substitute BE 203 for BA 110.

**HH 230 may be substituted.

FASHION (A.A.)

This curriculum is for students interested in a career in fashion design, pattern making, textile design, and fashion promotion.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDIT
AT 101	Design I		3	
AT 110	History & Appreciation of Art		3	
	Science	7-8		
EH 101-102	Freshman Communications		6	
HE 106	Clothing Construction		3	
MS 106	Mathematics for General Education		3	
PE	Physical Education		2	
SS 101-102*	Social Inst.; Political Inst.		6	
				<hr/> 33-34

SOPHOMORE YEAR

AT 103	Drawing I	3
BA 100	Introduction to Business	3
BA 204	Principles of Economics	3
EH	Literature	3
HE 203	Clothing Selection	3
HH 101**	Perspectives on Healthful Living	2
PE	Physical Education	2
PY 201	General Psychology	3
SP 101	Fundamentals of Speech	3
Electives**		7
		<hr/> 32

* PL 201 or HY 201 may be substituted for SS 102.

** HH 230 may be substituted.

*** Suggested electives: BE 105, Typewriting; HE 201, Advanced Clothing Construction.

FOOD SERVICE MANAGEMENT (A.S.)

A four-semester program to provide instruction in all areas of food service, with special emphasis on hospital and nursing home food service. Employment opportunities are excellent since Palm Beach County's population is expanding rapidly.

FRESHMAN YEAR				
COURSE	TITLE	SEMESTER	HOURS	CREDIT
EH 101-102 or 110	Freshman Communications; Technical Writing		6	
HH 101*	Perspectives on Healthful Living		2	
PE	Physical Education		2	
PY 201	General Psychology		3	
SP 101	Fundamentals of Speech		3	
HR 102	Introduction to Food Service Management		3	
HR 210	Quantity Food Composition & Preparation		3	
HE 101	Elements of Nutrition		3	
HR 212	Personnel Management		3	
BA 101	Principles of Accounting		3	
				<hr/> 31

SOPHOMORE YEAR

AT 110	History and Appreciation of Art		3	
or				
MC 110	Music Appreciation	(3)		
HR 118-218	Food Service Practicum I; II		8	
HR 211	Purchasing Management		3	
HR 214	Food and Beverage Control		2	
HR 215	Equipment Use and Maintenance		3	
PE	Physical Education		2	
SS 101-102	Social Inst.; Political Inst.		6	
HR 213	Quantity Food Service		3	
HH 103	First Aid		1	
Elective			3	
				<hr/> 34

GENERAL BUSINESS (A.S.)

This is a two-year terminal course for the student who wants two years of intensified college work in business with a minimum of general education.

FRESHMAN YEAR				
COURSE	TITLE	SEMESTER	HOURS	CREDIT
BA 100	Introduction to Business		3	
BA 101-102	Principles of Accounting		6	
BA 110	Business Mathematics		3	
BE 100	Office Machines		2	
BE 105†	Typewriting		2	
EH 101-102 or 110	Freshman Communications; Technical Writing		6	
HH 101*	Perspectives on Healthful Living		2	
PE	Physical Education		2	
SS 101-102**	Social Inst.; Political Inst.		6	
				<hr/> 32

*HH 230 may be substituted.

**PL 201 or HY 201 may be substituted for SS 102.

†If the student has had typewriting in high school or can pass the qualifying test satisfactorily, he may be exempt from BE 105.

SOPHOMORE YEAR

BA 204-205	Principles of Economics	6
BA 207-208	Business Law	6
BA 212	Principles of Marketing	3
BA 214	Principles of Salesmanship	3
BE 200	Business Communications	3
DP 102	Computer Theory	3
PE	Physical Education	2
Electives***		6
		<hr/> 32

HOMEMAKER (A.S.)

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDIT
AT 210-212	Interior Design I; II		5	
BE 105	Typewriting		2	
EH 101-102;110	Freshman Communications; Tech. Writing		6	
HE 101	Elements of Nutrition		3	
HE 106-201	Clothing Construction		6	
PE	Physical Education		2	
SS 101-102**	Social Inst.; Political Inst.		6	
MC 110	Music Appreciation		3	
				<hr/> 33

SOPHOMORE YEAR

AT 110	History & Appreciation of Art	3
BA 101	Accounting Principles	3
BE 200	Business Communications	3
EH	Literature	3
HE 102	Food for the Family	3
HE 203	Costume Selection	3
HH 101*	Perspectives on Healthful Living	2
MS 106	Mathematics for General Education	3
PE	Physical Education	2
PY 201	General Psychology	3
SP 101	Fundamentals of Speech	3
SS 201	Family Relationships	3
		<hr/> 34

*HH 230 may be substituted

*PL 201 or HY 201 may be substituted for SS 102.

**Suggested elective courses: PY 201, SP 101, LC 101, BE 106, AT 110, MC 110.

HOTEL MANAGEMENT (A.S.)

The Hotel Management curriculum is a mid-management program. The curriculum provides both a theoretical and a practical approach. Laboratory experience and training in hotels, motels, restaurants, and clubs is provided through part-time employment in local establishments. This curriculum prepares the student for employment in the food and lodging industry.

FRESHMAN YEAR				
COURSE	TITLE	SEMESTER	HOURS	CREDIT
EH 101-102 or 110	Freshman Communications; Technical Writing		6	
HH 101*	Perspectives on Healthful Living		2	
HR 100	Introduction to Hotel-Motel-Restaurant Management		3	
BA 101	Principles of Accounting		3	
HR 212	Personnel Management		3	
HR 202	Hotel-Motel Housekeeping Management		3	
PE	Physical Education		2	
PY 201	General Psychology		3	
SP	Fundamentals of Speech		3	
Electives†			3	
			31	

SOPHOMORE YEAR

HR 118-218	Hotel-Motel-Restaurant Practicum	8
HR 201	H-M Front Office Adm. & Procedures	3
HR 207	Legal Aspects of Hotel Administration	3
HR 211	Purchasing Management	3
HR 214	Food & Beverage Control	2
HR 215	Equipment, Use & Maintenance	3
HR 216	Sales and Promotion In Hotels & Food Service	3
PE	Physical Education	2
SS 101-102**	Social Inst.; Political Inst.	6
		33

RETAILING (MANAGEMENT AND MERCHANDISING) (A.S.)

The Retailing curriculum is a mid-management program. The curriculum has been planned to combine classroom instruction with realistic, supervised, on-the-job training and experience. The specialized Retailing program is designed to prepare young men and women for challenging opportunities in rewarding retailing careers.

FRESHMAN YEAR				
COURSE	TITLE	SEMESTER	HOURS	CREDIT
RG 107	Retail Advertising & Promotion		3	
BA 214	Salesmanship		3	
EH 101	Freshman Communications		3	
PE	Physical Education		2	
RG 101	Introduction to Retailing		3	
RG 102	Textiles		3	
RG 103-104	Retail Practicum I; II		6	
BA 110	Business Mathematics		3	
SS 101-102**	Social Inst.; Political Inst.		6	
			32	

*HH 230 may be substituted.

**PL 201 or HY 201 may be substituted for SS 102.

††Electives must be HR 102, 201, 210, or 213.

SOPHOMORE YEAR

BA 101	Principles of Accounting	3
BA 204	Principles of Economics	3
BA 207	Business Law	3
HH 101*	Perspectives on Healthy Living	2
PE	Physical Education	2
RG 107	Retail Advertising & Promotion	3
RG 108	Retail Management & Personnel Problems	3
RG 111-112	Retail Practicum III; IV	6
SP 101	Fundamentals of Speech	3
Electives***		4

32

***Electives must be from RG 105, 109, or 110.

*HH 230 may be substituted.

RETAIL SALES—CLERICAL (One Year) Non-Degree

TERM I		HOURS CREDIT
EH 101	Freshman Communications	3
RG 101	Introduction to Retailing	3
RG 107	Advertising and Sales Promotion	3
RG 110	Ready-to-Wear Apparel and Accessories	2
*BE 105	Typing	2
BE 100	Office Machines	2
		15

TERM II		
SP 101	Fundamentals of Speech	3
RG 104	Retail Practicum II	3
RG 105	Home Furnishings	2
BA 110	Business Mathematics	3
BA 214	Principles of Salesmanship	3
BE 101	Office Practice	3
		17

*If the student has had typewriting in high school or can pass the qualifying test satisfactorily, he may be exempt from BE 105.

STENOGRAPHIC (ONE YEAR) NON—DEGREE

This curriculum is a one-year terminal course. It prepares the student to do stenographic or clerical work at the junior level, with a minimum of 40 words a minute in typewriting, 80 words a minute in shorthand, and 25 words a minute in transcription.

FRESHMAN YEAR		SEMESTER	HOURS CREDIT
COURSE	TITLE		
BA 100	Introduction to Business		3
BA 110	Business Mathematics		3
BE 100	Office Machines		2
BE 101	Office Practice		3
BE 103-104*	Shorthand		6
or			
BE 206-207	Machine Shorthand		(6)
BE 105-106*	Typewriting		4
BE 200	Business Communications		3
EH 101	Freshman Communications		3
SP 101	Fundamentals of Speech		3
Elective			3
			33

*The beginning course in shorthand and typewriting may be waived if the student has acquired the necessary skill in high school. This would leave room for electives. Suggested electives: BA 102, BE 203, or SS 102.

BANKING (A.S.)*

COURSE	TITLE	FRESHMAN YEAR			SEMESTER	HOURS	CREDIT
					Fall Term	Winter Term	Spring Term
BA 101-102	Principles of Accounting				3	3	
BA 204	Principles of Economics				3		
EH 101	Freshman Communications				3		
SP 101	Fundamentals of Speech				3		
BA 126	Commercial Law				3		
BA 130	Principles of Bank Operations						3
BE 128	Bank Letters and Reports					3	
BA 124	Business Administration					3	
BA 127	Money and Banking					3	
BA 120	Savings & Time Deposit Banking					3	
BA 123	Installment Credit						3
					15	15	6
SOPHOMORE YEAR							
BA 221	Bank Management				3		
BA 232	Bank Public Relations & Marketing				3		
BA 233	Financing Business Enterprise					3	
BA 234	Supervision & Personnel Administration					3	
BA 225	Bank Investments					3	
	(Choose one from each group)						
Group I					3		
BA 235	Agricultural Finance						
BA 236	Home Mortgage Lending						
Group II						3	
BA 237	Analyzing Financial Statements						
BA 222	Credit Administration						
Group III					3		
BA 238	Trust Department Organization						
BA 231	Trust Department Services						
SP 102	Public Speaking				3		
BA 229	Fundamentals of Bank Data Processing					3	
PL 201	American National Government						3
HH 101	Perspectives on Healthful Living						2
PE	Physical Education				1	1	
					16	16	5

* As requirements are met as specified in the AIB catalog, certificates may be awarded to members of the American Institute of Banking. A "C" average is required to qualify for any Institute Certificate.

COURSE DESCRIPTIONS:

BA 100 INTRODUCTION TO BUSINESS

The objectives of this course are three-fold: (1) to give the student beginning his education for business the opportunity to learn what business is about, and to see it in its entirety before studying each of its parts intensively, (2) to help the student acquire a technical vocabulary which will prove of inestimable value in later courses and reading business periodicals, and (3) to help the student acquire a better understanding of the capitalistic system and its workings. 3-0-3*

A 101 PRINCIPLES OF ACCOUNTING

This is a basic study of accounting and business practice. It includes the study of business papers and recording procedure, the use of journals, controlling accounts, and general and subsidiary ledgers. It stresses the adjustments at the close of the fiscal period, the form and preparation of financial statements, and provides an introduction of valuation accounts. A single proprietorship set of books is kept as a part of the course. 3-0-3*

A 102 PRINCIPLES OF ACCOUNTING

(Prerequisite: BA 101 or equivalent). This is a continuation of BA 101. It is a study of accounting procedures as applied to the partnerships and the corporation. Topics considered include taxation, formation and dissolution of partnerships, organization of the corporation, departmental and manufacturing accounting, and the interpretation of financial statements. A partnership and corporation set of books is used. 3-0-3*

A 110 BUSINESS MATHEMATICS

This course includes information and practice in practical business situations involving: simple interest and bank discount, logarithms, arithmetic progressions and short-term installment buying, merchandise math, and compound interest, annuities and application, equations, and introduction to business statistics. 3-0-3*

A 203 COST ACCOUNTING

(Prerequisite: BA 102 or equivalent). This course is a study of the most common cost systems with emphasis on costs for materials, labor, overhead, standard costs, and cost relationships. 3-0-3*

A 204 PRINCIPLES OF ECONOMICS

This course deals with the nature and scope of economics and aims to provide an understanding of the basic concept of economics, the several forms of American business, and the determination and importance of national income. It includes topics such as problems of the consumer, saving and investment, business cycles, inflation, labor organizations, and money and banking. 3-0-3*

A 205 PRINCIPLES OF ECONOMICS

This course is a continuation of BA 204 into the areas of production and distribution. Topics considered include: the nature of production, determining production costs, price determination, each factor of production and its share in the income, and problems of monopoly. An attempt is made throughout to relate the principles of economics to the problems of the American economy, and to show the effect of the economic factors upon policy formation. The course also includes a brief discussion of alternate economic systems. 3-0-3*

A 207 BUSINESS LAW

This is a general introduction to law which includes a discussion of the following: courts and legal procedures, law and society, definitions, classifications, and systems of law based on the supreme law of the land. A brief review of the tribunals for administering justice and discussion of actions will be given. Topics on contracts, torts, sales (warranties and liabilities), negotiable instruments, bailor and bailee and personal property (rights and acquisition) will be studied. 3-0-3*

A 208 BUSINESS LAW

This course is a continuation of BA 207 and includes a study of the following: principal and agent, carriers, insurer and insured, relation of partnerships, corporation and stockholders, landlord and tenant, employer and employee, business crimes, bankruptcy and creditors. 3-0-3*

*Lecture-Lab-Credit Hours

BA 209 FLORIDA SCHOOL LAW

The course includes a study of the Florida School Code, the policies and regulations of the Board of Public Instruction, Palm Beach County, comparison of legal trends of other jurisdictions with Florida and the weight of authority, as well as leading applicable federal decisions. 3-0-3*

BA 210 PRINCIPLES OF MANAGEMENT

A basic study of the principles of management, planning, organizing, actuating, and controlling is given in this course. It stresses the broad and important concept of management as a separate entity, the principles and practices which are applicable to many varied activities such as production, personnel, marketing, finance, government, education, agriculture, and the armed forces. 3-0-3*

BA 212 PRINCIPLES OF MARKETING

This course presents a broad picture of the structure and functions of marketing. A rather detailed treatment is given to the retailing of consumers' goods; and the marketing of industrial goods; marketing research, policies and practices; and marketing activities of the government. 3-0-3*

BA 213 PRINCIPLES OF SUPERVISION

The purpose of this course is to present the important information a supervisor needs to know about his job in dealing with people, money, machines, materials, and himself. 3-0-3*

BA 214 SALESMANSHIP

This course is a study and analysis of the fundamental concepts of selling, and the role of the salesman in today's economy. Current techniques, as well as vital principles of selling, are taught through the use of an up-to-date text. Opinions of sales executives, excerpts from job manuals, and illustrations from company training materials are emphasized in the course. 3-0-3*

BA 271 SUPERVISION—HUMAN RELATIONS IN BUSINESS

This course helps formulate a set of objectives in human relations and develops techniques for accomplishing these objectives. Among the topics studied are: motivation, morale, productivity, organization, communications, work and incentives, leadership, and the executive and his roles. 3-0-3*

BE 100 OFFICE MACHINES

This course is designed to familiarize the student with the operation of the various office machines currently used in business. The student, through regular practice of correct technique, learns the basic skills and develops a high degree of speed on the electronic calculators, programmable calculator, rotary calculators, printing calculators, key-driven calculator, dictating, ten-key adding, full-key adding, and the various accounting machines found in the business field today. 1-2-2*

BE 101 OFFICE PRACTICE

(Prerequisite: BE 105 or equivalent). This course includes secretarial practice in general office procedure with filing, duplicating, machine transcription, handling of mail, receptionist and telephone techniques, meetings and conferences, automatic typewriter and addressograph machine operator. 3-0-3*

BE 103 SHORTHAND

(Co-requisite: BE 105 or BE 106). All basic principles of the Gregg Shorthand system are studied. It is open to students without previous instruction in shorthand or with inadequate preparation for BE 104. A dictation skill of 50 to 70 words a minute is developed. 1-4-3*

* Lecture—Lab—Credit Hours

BE 104 DICTATION AND TRANSCRIPTION

(Prerequisite: BE 105 or equivalent). The course is a continuation of BE 103. A dictation skill of 80 to 100 words a minute is developed on new-matter dictation, and transcription skill of at least 30 words a minute is attained. 2-2-3*

BE 105 BEGINNING TYPEWRITING

This course is for students with no previous training in typewriting or for those whose performance is inadequate for the more advanced courses. 1-3-2*

BE 106 INTERMEDIATE TYPEWRITING

(Prerequisite: BE 105 or equivalent). This course is a continuation of BE 105 and offers a review of the basic skills. Emphasis is placed on production standards required in letter writing, manuscript, tabulation and business forms. 1-3-2*

BE 200 BUSINESS COMMUNICATIONS

(Prerequisites: EH 101, and BE 105 or equivalent.) The purpose of this course is to study correspondence of the business office—letterheads, stationery, and styles of letter writing. Much time will be spent in composing various kinds of business letters and business reports. 3-0-3*

BE 201 ADVANCED SHORTHAND DICTATION AND TRANSCRIPTION

(Prerequisite: BE 106 or equivalent). This course includes the general instruction offered for stenographic work. Through the use of high-speed Gregg dictation tapes, a shorthand writing speed of 120 words a minute is developed. 2-2-3*

BE 203 SPECIAL APPLICATIONS OF DICTATION AND TRANSCRIPTION

(Prerequisite: BE 201, BE 106 or equivalents). High speed dictation and transcription practice is given utilizing short cuts applicable to special fields such as legal, income tax, medical, insurance, etc. 2-2-3*

BE 205 ADVANCED TYPEWRITING

(Prerequisite: BE 106). Improvement of production ability in all typing is stressed and there is a thorough review of problems in typing office forms, tabulated reports and legal documents, with recurring special improvement practice to maintain and improve all typing skill. Speed-up procedures will be used in the development of maximum typewriting skill. 1-3-2*

BE 206 MACHINE SHORTHAND

(Co-requisite: BE 105 or BE 106 or equivalent). All the basic theory of the machine shorthand system is studied. The Stenograph machine is used. A dictation skill of 60 to 80 words a minute is developed. This course is open to all students interested in the secretarial field, especially those going into legal work. Previous shorthand is not needed. 1-4-3*

BE 207 MACHINE SHORTHAND

(Prerequisite: BE 206). This course is a continuation of BE 206, with emphasis on skill building and its application to usable transcription. A dictation skill of 80 to 120 words a minute will be developed. 1-4-3*

* Lecture—Lab—Credit Hours



HOME ECONOMICS

HE 101 ELEMENTS OF NUTRITION

This course presents fundamental principles, findings, concepts, and applications of normal nutrition. It is open to all students desiring an introductory course in nutrition. 3-0-3*

HE 102 FOOD FOR THE FAMILY

This basic course deals with the relation of good nutrition to the health of the individual. It includes planning and preparing nutritionally adequate and aesthetically satisfying meals for the family. 2-2-3*

HE 106 ELEMENTS OF CLOTHING CONSTRUCTION

A study of pattern selection, use of commercial patterns, and the fundamental techniques of sewing are included in this course. 2-2-3*

HE 201 CLOTHING CONSTRUCTION

(Prerequisite: HE 106, Elements of Clothing Construction). Garments may be made of fabrics which require advanced techniques. Emphasis is placed on suitability of pattern, fabric and construction to the individual. 1-3-3*

HE 203 COSTUME SELECTION

Emphasis is placed upon the principles of design as they apply to modern dress and good taste in ready-to-wear selection. The course includes figure analysis, personal improvement, wardrobe planning, and the selection and use of accessories. 3-0-3*

HOTEL-FOOD SERVICE MANAGEMENT

HR 100 INTRODUCTION TO HOTEL-RESTAURANT MANAGEMENT

The historical background of the Hotel-Motel Industry, its scope in Palm Beach County, the State of Florida, and the United States. A study of departmental functions and job responsibilities in a small, medium, and large hotel and motel. 3-0-3*

HR 102 INTRODUCTION TO FOOD SERVICE MANAGEMENT

An introduction to managerial techniques in operating a food service establishment. It deals with historically significant developments, basic principles, and fundamental processes underlying food preparation, service, and other operational procedures. 3-0-3*

* Lecture-Lab-Credit Hours

HR 118 HOTEL—MOTEL—FOOD SERVICE PRACTICUM I

The aim of this course is to expose the student to an actual work experience, thus, the student is expected to obtain employment in a local hotel, motel, or food service outlet. The work and lecture periods are coordinated so that the experience being obtained will result in a learning sequence that will lead to positions of higher responsibility. 2—6—4*

HR 201 HOTEL—MOTEL FRONT OFFICE ADMINISTRATION AND PROCEDURES

A study of the functions, procedures, and organization of the front office department in a medium and large hotel, with emphasis on reservations and front office psychology. 3—0—3*

HR 202 HOTEL—MOTEL HOUSEKEEPING MANAGEMENT

This is a survey course designed to provide the student with a general understanding of the organization, duties, and administration of institutional housekeeping. It also includes interior decoration, purchase of furniture, carpeting, linens, and supplies. Maintenance and engineering of a practical nature are studied. 3—0—3*

HR 204 HOTEL—MOTEL MANAGEMENT PRACTICES

This course explores special management problems as found in hotels, motels, clubs, and institutions. 3—0—3*

HR 207 LEGAL ASPECTS OF HOTEL ADMINISTRATION

A study of the laws applicable to the ownership and operation of places of public hospitality. 3—0—3*

HR 210 QUANTITY FOOD COMPOSITION AND PREPARATION

(Prerequisite: HR 102 or permission of the instructor). A study is made of the production and effective use of food materials considering economic, nutritive, and aesthetic factors. Lectures and demonstrations will emphasize standards of food preparation. 2—4—3*

HR 211 PURCHASING MANAGEMENT

The major emphasis will be upon presentation of materials and managerial information needed for the operation of a club, hotel, motel, or food establishment. 3—0—3*

HR 212 PERSONNEL MANAGEMENT AND OPERATIONAL PROCEDURES

This course is designed to study the basic principles and analysis of managerial problems, including job analysis methods, selection, control, and supervision of personnel. Other phases of the work include work plans and schedules, labor and cost control, legal requirements, and safety controls. 3—0—3*

HR 213 OPERATIONAL PROCEDURES OF QUANTITY FOOD SERVICE

This course is designed to study the basic principles and analysis of food management problems. Phases of the work will include work plans and schedules, labor and food cost control, purchasing, equipment use and care, sanitation and safety. 3—0—3*

* Lecture-Lab-Credit Hours

HR 214 FOOD AND BEVERAGE CONTROL

An in-depth study of various established cost control systems of hotels and restaurants in purchasing, allocation, and use of both foods and beverages to make for a profitable and economical operation. 2-0-2*

HR 215 EQUIPMENT USE AND MAINTENANCE

In this course a study is made of layouts, specifications, maintenance of equipment, furniture, furnishings, and decor for clubs, hotels, motels, and related institutions. 3-0-3*

HR 216 SALES PROMOTION AND ADVERTISING IN HOTELS AND FOOD SERVICE ESTABLISHMENTS

A comparison of methods and results of business promotion in the hospitality field stressing the use of direct mail, news media, and personal contact to build a successful business and an attractive public image. 3-0-3*

HR 218 HOTEL-MOTEL FOOD SERVICE PRACTICUM II

This course is a continuation of HR 118. 2-6-4*

RETAILING

RG 101 INTRODUCTION TO RETAILING

A study of the principles, procedures, and techniques of retailing, buying, pricing merchandise, and of determining consumer demand. Particular attention will be given to the problems of when and how to buy, and sources of supply. The organization and function of major divisions in retail establishments are studied to promote an understanding of the varied responsibilities and activities of buyers. Field trips will supplement class lectures and discussions. 3-0-3*

RG 102 TEXTILES

A study of the characteristics, care, and uses of major textiles, fibers, and fabrics. Attention is given to the processes of weaving, dyeing, printing, and finishing. Practice in identification of fibers, weaves, and fabric finishes is also included. 3-0-3*

RG 103 RETAIL PRACTICUM I

Class discussion and lecture include problems of job placement; sources of retail job information; interview techniques and methods; job application problems; appearance, grooming and attitudes as factors in job placement and promotion. Conferences, counseling, and follow-up interviews will be scheduled individually to make the relationship of classroom theory and store service experience meaningful. Open only to first year Retailing majors. Includes participation in sales and marketing club activities. 1-9-3*

RG 104 INTRODUCTION TO JOB AND RETAIL PRACTICUM II

A continuation of RG 103. 1-9-3*

RG 105 HOME FURNISHINGS

A study of the history, style, construction, and quality of home furnishings. Basic concepts of the application of color, line, and design to fashion will be included. Problems in fashion coordination and the analysis of fashion trends will be covered. A study of the materials, manufacture, and sources involved in the home furnishings division. 2-0-2*

RG 107 RETAIL ADVERTISING AND PROMOTION

A study of the planning and preparation of retail advertising and promotion with emphasis on the smaller retailer. Practice will be given in retail copy and layout; selecting media; and research. Projects will be related to the student's interest. 3-0-3*

* Lecture-Lab-Credit Hours.

RG 108 RETAIL MANAGEMENT AND PERSONNEL PROBLEMS

An integrated study of retail management functions, decision making, and problems will be made. The emphasis will be on operations, merchandising, and sales promotion procedures with particular attention to the principles of personnel administration and the problems involved. 3-0-3*

RG 109 RETAIL CREDIT

A study of retail credit and collection principles, the organization of personnel and procedures, the formation of policies, legal aspects, special problems, and the handling of complaints and adjustments will be included. Attention will be given to techniques of maintaining good customer relations and increasing credit sales volume. 2-0-2*

RG 110 READY-TO-WEAR AND ACCESSORIES

A study of the style, construction, and quality of men's, women's, and children's ready-to-wear apparel. Fashion history, trends, coordination, and the application of color, line, and design to ready-to-wear fashions are studied. 2-0-2*

RG 111 RETAIL PRACTICUM III

A planned program of independent research, observation, study, and work in selected retail firms is the crux of the seminar. Programs are designed to correlate classroom study with work experiences through seminar meetings and supervised field experiences. Open only to second year Retailing majors. Offered fall and winter terms. 1-9-3*

RG 112 RETAIL PRACTICUM IV

A continuation of RG 111. 1-9-3*

BANKING

BA 120 SAVINGS AND TIME DEPOSIT BANKING

The role of savings in the economy, forms of financing savings, interest and saving, deposit-type savings institutions, types of savings and other time accounts, calculation of interest payments, economic and legal bases of asset management, asset management policies, operations and control, supervision of financial institutions, examinations and provision of liquidity, marketing savings and time deposits, current problems and issues. 3-0-3*

BA 123 INSTALLMENT CREDIT

Evolution of installment credit, installment credit in commercial banks, qualifications of a good installment credit risk, technique of loan interview and the development of credit information, investigation and the credit decision, installment sale financing, inventory financing (flooring), rate structure and cost analysis, servicing installment credit, collection procedures, business installment credit, special loan programs, advertising and business development, installment credit and your bank. 3-0-3*

BA 124 BUSINESS ADMINISTRATION

The importance of business organization in our economy, legal forms of business organization, bases of management decisions, coordination of business functions, fundamentals of financial management, the financing of business, problems and policies of financial administration, manufacturing procedures and production costs, the place of materials in production, plant and machinery in production, coordination of men and machinery, employer-employee relations, wages and other compensation, the development of industrial relations, collective bargaining, the functions of marketing, wholesaling, retailing, marketing policies, sales management, accounting, statistics, and forecasting, the budget and coordination, effective public relations. 3-0-3*

BA 126 COMMERCIAL LAW

Formation of contracts, consideration, the statute of frauds, capacity and parties to contract, performance and termination of contracts, defenses, remedies, and damages, quasi-contracts, commercial paper, bank deposits and bank collections, sales of personal property, documents of title, secured transactions, agencies, partnerships, corporations, personal property, real property, estates and trusts, torts and crimes, miscellaneous (suretyship, bankruptcy, bulk transfers.) 3-0-3*

BA 127 MONEY AND BANKING

Financial institutions, characteristics of money, structure of the commercial banking system, creation of bank deposits, cash assets of banks, secondary reserves, earning assets, banking in the United States to 1913, the Federal Reserve System, Federal Reserve credit, sources and uses of member bank reserves, the money market, interest rates, and liquidity, Federal Reserve policies and operations in the money market, Treasury operations in the money market, money and incomes, money and the price level, recent monetary problems, international finance. 3-0-3*

BA 130 PRINCIPLES OF BANK OPERATIONS

The economic importance of banks, receiving function, processing of cash items, bookkeeping operations, posting systems, paying teller operations, collection services, legal relationships with depositors, characteristics of negotiable instruments, the savings and time deposit function, management of bank funds, loans and investments, general bank accounting, account analysis, internal controls, international functional services, trust services, safe deposit services, other services, growth of the American banking system, the Federal Reserve System, government supervision, banking and public service. 3-0-3*

BE 128 BANK LETTERS AND REPORTS

Your reader and you, the personality of a letter, problems in dictation and transcription, placement of essential information in letters, the well-planned letter, beginnings and endings, the choice of words, the structure of the sentence, form letters, service letters, the letter of inquiry, the letter of collection, letters concerning loans and trusts, personal letters, memoranda, writing connected with conferences and meetings, bank reports, grammatical usage, punctuation, the use of a bibliography. 3-0-3*

BA 221 BANK MANAGEMENT

The nature and objectives of banking, formulation of objectives and policies, organizational planning, the manning of the organizational structure, management in action, management controls, management and specific functions, the deposit function, the employment of bank funds, loans and investments, the trust function, other service functions, the art of management. 3-0-3*

BA 222 CREDIT ADMINISTRATION

Discussion of policy, the bank credit department, sources of credit information, analyzing financial statements, credit correspondence, the credit folder and other credit records, unsecured loans to customers, secured loans to customers, loans to small business, installment loans, term loans, interbank loans, real estate loans, influence of the Federal Reserve System, investing surplus funds of the commercial bank, dealing with embarrassed concerns, opportunities and responsibilities of the bank lending officer. 3-0-3*

BA 225 BANK INVESTMENTS

The economic background of investments, federal government securities, federal agency securities, municipal securities, general obligation bonds, revenue bonds, markets for Treasury and municipal securities, general nature of bank liquidity, primary reserves, secondary reserves, security prices, yield curves and their uses, safety considerations, tax and related considerations, investment policies. 3-0-3*

BA 229 FUNDAMENTALS OF BANK DATA PROCESSING

Brief history of banking automation, unit record processing, computer concepts and hardware, magnetic ink character recognition program (MICR), account numbering systems, preparation for automation (installation and conversion), cooperative data processing — services for bank and business customers, auditing automated systems, problems and pitfalls, systems design, programming basics, a bank application (installment credit system), other bank systems, bank information systems. 3-0-3*

BA 231 TRUST DEPARTMENT SERVICES

Property and property rights, wills, settlement of estates, responsibilities of executors and administrators, personal trusts, insurance trusts, administration of personal trusts, general responsibilities of trustees, general responsibilities of investment procedures of trustees, essential features of personal trust instruments, guardianships, personal agencies, responsibilities of personal agents, corporate trusts, administration of corporate trusts, corporate agencies, employee trusts, community trusts, institutional trusts, and agencies; history of trust services, historical background of trust institutions. 3-0-3*

*Lecture—Lab—Credit Hours

BA 232 BANK PUBLIC RELATIONS AND MARKETING

Functional structure of bank public relations and marketing, staff selection, training, and performance; internal communication, physical facilities and equipment, marketing and opinion research, policy determination and planning for public relations and marketing, publicity, advertising, marketing and selling, staff selling, the officer call program, community relations, school relations, government relations, relations with banking competitors and other financial institutions, stockholder relations, blueprint for a winning bank. 3—0—3*

BA 233 FINANCING BUSINESS ENTERPRISE

Business finance in the American economy, basic problems, unincorporated business, the corporation, capitalization, the financial plan, equity capital, creditor capital, intermediate-term capital, short-term credit, sale of common stock to special groups, public issues and direct placement of securities, financial policies-use of securities, working capital and turn-over ratios, cash flow and budgets, management and measurement of earnings, surplus and dividends, merger and consolidation, financial strain and business failure, financial readjustments and bankruptcy, reorganization, social aspects of business finance. 3—0—3*

BA 234 SUPERVISION AND PERSONNEL ADMINISTRATION

Organizational structure, the supervisor's job, automation and the supervisor, growth of the human relations concept, communication, the supervisor as a manager, recruitment and selection of employees, induction of the new employee, training, development of desirable attitudes, production planning, implementation of policies and procedures, the giving of orders, maintenance of production, maintenance of discipline, the handling of grievances, reports to higher management, personnel appraisal and counseling, salary administration and related controls, operations improvement, cost control, quality control, supervision tomorrow. 3—0—3*

BA 235 AGRICULTURAL FINANCE

The dynamics of agricultural finance, capital structure and credit needs of agriculture, the role of bank policy, loan analysis, legal instruments, livestock and poultry financing, crop financing, capital loans, agribusiness, sources of credit, management of the farm loan portfolio, public relations and business development, sources and use of agricultural information. 3—0—3*

BA 236 HOME MORTGAGE LENDING

Mortgage credit in the United States, structure of the mortgage market, development of a mortgage portfolio, determining mortgage plans, loan application processing-existing housing, residential construction-lending policies and practices, appraisal of property, credit analysis of the borrower, FHA-insured loans, guaranteed loan program for veterans, legal aspects of mortgage lending, closing mortgage loans, mortgage loan servicing, delinquent loan servicing, management of fore-closed real estate, management considerations in mortgage lending and portfolio management. 3—0—3*

BA 237 ANALYZING FINANCIAL STATEMENTS

Basic considerations in statement analysis, details of financial statements (the balance sheet, profit and loss statement, reconciliation of net worth), basic ratios, analysis by internal comparison, working capital changes-peak debt position, analysis by external comparison, analysis of receivables, analysis of inventories, balance sheet analysis, profit and loss analysis, interim trial balances, consolidated statements, budgets and projections. 3—0—3*

BA 238 TRUST DEPARTMENT ORGANIZATION

Trust powers, organization of a trust department, executive and administrative activities of a trust department, equipment of a trust department, bookkeeping and accounting, procedures for corporate trusts and agencies, procedures for investment of trust funds, management of real property and mortgages, tax work of a trust department, public relations of trust institutions, advertising, personal representation, trust selling techniques-estate planning, trust compensation, trust costs and earnings, trust associations, guiding principles of trust institutions, institutional safeguards for trust property, government supervision of trust business. 3—0—3*

* Lecture—Lab—Credit Hours

Chemistry

FACULTY: Truchelut (Chairman), Ackerman, Fayssoux, Ferguson, Lesko, Toohey

MAJORS: Chemistry, Chemistry Teacher, Pre-Dental, Pre-Medical, Pre-Pharmacy, Pre-Veterinary

COURSE PREFIXES: CY

PROGRAMS:

CHEMISTRY, CHEMISTRY TEACHER (A.A.)

COURSE	TITLE	FRESHMAN YEAR	SEMESTER	HOURS	CREDIT
				Fall Term	Winter Term
AT 110-111	History & Appreciation of Art				(3)
or					
MC 110	Music Appreciation				3
CY 101-102	General Chemistry			4	4
EH 101-102	Freshman Communications			3	3
HH 101*	Perspectives On Healthful Living			2	
MS 111	College Algebra			3	
MS 121	Trigonometry & Analytic Geometry				3
PE	Physical Education			1	1
SS 101-102**	Social Inst.; Political Inst.			3	3
				<hr/>	<hr/>
				16	17

SOPHOMORE YEAR

CY 211-212	Organic Chemistry	4	4
CY 202	Quantitative Analysis		4
EH	English Literature	3	
PE	Physical Education	1	1
MS 204-205	Analytic Geometry & Calculus I, II	4	4
PH 205-206	Gen. Physics with Calculus I, II	4	4
		<hr/>	<hr/>
		16	17

PRE-MEDICAL, PRE-DENTAL, PRE-PHARMACY, PRE-VETERINARY (A.A.)

This course will meet the minimum requirements for admission to most medical and dental schools. While students are admitted to dental schools after two years of pre-professional work, medical schools require at least three, and usually four years of pre-professional work. In all cases, the student must correspond with the school to which he is planning to transfer in order that he may know the specific requirements for admission thereto.

COURSE	TITLE	FRESHMAN YEAR	SEMESTER	HOURS	CREDIT
AT 110 or 111	History & Appreciation of Art			3	
or					
MC 110	Music Appreciation				(3)
BY 100-105	Principles of Biology; Principles of Biology Laboratory			4	
BY 102-104	General Zoology; Gen. Zoology Lab			4	
CY 101-102	General College Chemistry			8	
EH 101-102	Freshman Communications			6	
HH 101*	Perspectives on Healthful Living			2	
MS 111-121	College Algebra; Trigonometry			6	
PE	Physical Education			2	
				<hr/>	<hr/>
					35

*HH 230 may be substituted

**PL 201 or HY 201 may be substituted for SS 102

SOPHOMORE YEAR

BY 201-202***	Comp. Vertebrate Anatomy	6
CY 211-212	Organic Chemistry	8
EH	English Literature	3
PE	Physical Education	2
PH 201-202	General Physics	8
SS 101-102**	Social Inst.; Political Inst.	6
		33

COURSE DESCRIPTIONS:

CY 100 INTRODUCTION TO CHEMISTRY

An introduction to the principles of modern chemistry, designed for students who are not prepared to take CY 101. This course may not be used to satisfy the eight (8) credits of general chemistry required of Engineering and Science majors. 3-0-3*

CY 101 GENERAL CHEMISTRY

(Prerequisite: 1 unit of high school chemistry or a grade of "C" or better in CY 100, and 3 units of high school mathematics or a co-requisite of MS 101-111 or higher). A thorough study of the fundamentals, theories, laws, and principles of general chemistry. 3-3-4*

CY 102 GENERAL CHEMISTRY

(Prerequisite: CY 101 or equivalent). This is a continuation of CY 101. The laboratory is Qualitative Analysis. 3-3-4*

CY 200 ORGANIC CHEMISTRY

(Prerequisite: CY 100 or CY 101 with "C" or better.) A one-semester course in the fundamentals of organic chemistry with emphasis on the chemistry related to foods, vitamins, fabrics, plastics, insecticides, pesticides and other consumer products. 3-1-4*

CY 202 QUANTITATIVE ANALYSIS

(Prerequisite: CY 102 or equivalent). The theory and practice of exact inorganic chemistry analysis, both gravimetric and volumetric are dealt with in this course. 2-6-4*

CY 211 ORGANIC CHEMISTRY

(Prerequisite: CY 102 or equivalent). The basic concepts, nomenclature, synthesis, and important reactions with emphasis on molecular structure and reaction mechanisms. 3-4-4*

CY 212 ORGANIC CHEMISTRY

(Prerequisite: CY 211). This course is a continuation of CY 211. 3-4-4*

*Lecture—Lab—Credit Hours

** PL 201 or HY 201 may be substituted for SS 102.

*** For Pre-Pharmacy students, BA 101-102 or CY 202 may be elected.



Data Processing

FACULTY: Washburn (Chairman), Baldree (Assistant Chairman), Hinrichs, Holt, Robertson, Royall

MAJORS: Computer Technology (A.S.), Computer Science, Systems Engineering and Scientific Option (A.A.), Computer Science, Business Option (A.A.), Computer Operator (Certificate Program), Key Punch Program (Certificate Program)

COURSE PREFIXES: DP

PROGRAMS:

COMPUTER TECHNOLOGY (A.S.)

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDIT
EH 101-102 or 110	Freshman Communications; Tech Writing		6	
DP 101	Unit Record Equipment		3	
DP 102	Computer Theory		3	
BA 101-102	Principles of Accounting		6	
PE	Physical Education		2	
DP 104	Computer Logic		2	
DP 202	Basic Computer Programming		4	
MS 106 or 111	Math for Gen. Educ.; College Algebra		3	
Elective			3	
				32

SOPHOMORE YEAR

BA 100	Introduction to Business	3
DP 203	Data Processing Applications	3
DP 206-207	Intermediate; Advanced Computer Program'g	8
MS 208	Statistics	3
SS 101-102*	Social Inst.; Political Inst.	6
HH 101**	Perspectives on Healthful Living	2
PE	Physical Education	2
	Science	3-4
DP 210	Advanced Computer Systems	3
		<hr/> 33-34

**HH 230 may be substituted

COMPUTER SCIENCE (A.A.) (Systems Engineering and Scientific Option)

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDIT
CY 101-102	General Chemistry		8	
DP 101	Unit Record Equipment I		3	
DP 102	Computer Theory		3	
DP 104	Computer Logic		2	
EH 101-102	Freshman Communications		6	
MS 121-204	Trigonometry; Analytic Geometry			
	and Calculus I		7	
PE	Physical Education		2	
				<hr/> 31

SOPHOMORE YEAR

AT 110 or MC 110	History & App. of Art; Music Apprec.	3
DP 203	Data Processing Applications	3
EH	Literature	3
EG 101	Engineering Graphics	3
EG 110	Engineering Problems & Orientation	1
HH 101*	Perspectives on Healthful Living	2
MS 205-206	Analytic Geometry & Calculus II;III	8
MS 210	Mathematical Programming	2
SS 101-102**	Social Inst.; Political Inst.	6
PE	Physical Education	2
		<hr/> 33

*HH 230 may be substituted

**PL 201 or HY 201 may be substituted for SS 102

COMPUTER SCIENCE (A.A.)
(Business Option)

FRESHMAN YEAR				
COURSE	TITLE	SEMESTER	HOURS	CREDIT
AT 110 or MC 110 ..	History & App. of Art; Music Apprec.		3	
BA 101-102	Principles of Accounting		6	
DP 101	Unit Record Equipment I		3	
DP 102	Computer Theory		3	
DP 202	Basic Computer Programming		4	
EH 101-102	Freshman Communications		6	
MS 111	College Algebra		3	
MS 121 or 208	Trigonometry or Statistics		3	
PE	Physical Education		2	

SOPHOMORE YEAR

BA 204-205	Principles of Economics		6	
DP 203	Data Processing Applications		3	
DP 207	Advanced Computer Programming		4	
BY 100-105	Principles of Biology: Lab		4	
EH	Literature		3	
HH 101*	Perspectives on Healthful Living		2	
PE	Physical Education		2	
PS 101	Physical Science		3	
SS 101-102**	Social Inst.; Political Inst.		6	

*HH 230 may be substituted

**PL 201 or HY 201 may be substituted for SS 102

COMPUTER OPERATOR (One Year Certificate Program)

This program prepares the student for a job as a computer operator. It emphasizes machine operation and concentrates on equipment handling.

FRESHMAN YEAR				
COURSE	TITLE	SEMESTER	HOURS	CREDIT
BA 100	Introduction to Business			3
BA 101	Principles of Accounting	3		
BE 200	Office Machines			2
DP 100	Introduction to Data Processing	3		
DP 101	Unit Record Equipment I	3		
DP 102	Computer Theory	3		
DP 200	Computer Operating Techniques			3
DP 202	Basic Computer Programming			4
EH 101	Freshman Communications	3		
MS 106	Math for General Education			3
PE	Physical Education	1		1
			16	16

KEY PUNCH OPERATOR (One Term Certificate Program)

This program prepares the student for a job as a key-punch operator. It emphasizes key punching techniques on speed.

FRESHMAN YEAR				
COURSE	TITLE	SEMESTER	HOURS	CREDIT
		Fall		
		Term		
DP 100	Introduction to Data Processing	3		
DP 105	Key Punching	2		
EH 101	Freshman Communications	3		
			8	

COURSE DESCRIPTIONS:

DP 100 INTRODUCTION TO DATA PROCESSING

This is a survey course in Data Processing. It illustrates the concept of punch card equipment and computer organization. It emphasizes the use of this equipment in business functions. 3-0-3*

DP 101 UNIT RECORD EQUIPMENT I

A course designed to provide instruction in the use of punched card equipment. It provides for practice in the use of equipment, panel wiring of various IBM machines, and an understanding of the use of data processing in business. 2-2-3*

DP 102 COMPUTER THEORY

This is an introductory course in principles of the computer. It covers number theory, computer organization, and machine language programming. One major objective is to enable the student to program and operate a digital computer in the machine language. 3-0-3*

DP 103 UNIT RECORD II

(Prerequisite: DP 101 and BA 101). This is a continuation of DP 101. It emphasizes the accounting machine and introduces the student to unit record applications. 2-2-3*

DP 104 COMPUTER LOGIC

(Prerequisite: DP 102.) This course emphasizes the logical processes required for computer applications. It emphasizes algorithms, logical flow and problem analysis. 2-0-2*

DP 105 KEY PUNCHING

(Prerequisite: BE 105 or 45 WPM typing speed.) Emphasis is placed on production standards as well as speed in punching data on cards. 0-2-2*

DP 200 COMPUTER OPERATING TECHNIQUES

(Prerequisite: DP 101 and DP 102). This course stresses operator techniques for both Unit Record and Digital Computers. Topics include handling of magnetic tapes and discs, operating high speed printers, operating runs, diagnostic procedure, and so forth. 2-2-3*

DP 202 BASIC COMPUTER PROGRAMMING

(Prerequisite: DP 102). This course will stress programming in the assembler language. It will stress the use of subroutines and macros. Basic fortran will also be introduced. 2-4-4*

DP 203 DATA PROCESSING APPLICATIONS AND SYSTEMS

A course which utilizes both data processing equipment and computers as applied to business practice. Typical procedures are planned and executed such as payrolls, inventory control, and so forth. 3-0-3*

DP 206 INTERMEDIATE COMPUTER PROGRAMMING

(Prerequisite: DP 202). This course will stress programming involving disc concepts and input/output control systems. The full range of programming concepts will be studied including monitors and operating systems. 2-4-4*

DP 207 ADVANCED COMPUTER PROGRAMMING

(Prerequisite: DP 206). This course will emphasize compiler language programming, namely cobol, fortran IV, and PL/1. 2-4-4*

DP 210 ADVANCED COMPUTER SYSTEMS

(Prerequisite: DP 206). This course illustrates the changes in computer concepts as applied to third generation computers. It describes operating systems, language syntax, and real time applications. 3-0-3*

* Lecture—Lab—Credit Hours

Dental Health Services

FACULTY: Engle (Chairman), Hakucha (Supervisor), Benedict, Krumm, MacPherson, Mullens, Tkach, Toomath, Trichler, Troy

MAJORS: Dental Hygiene, Dental Laboratory Technology, Dental Assistant.

COURSE PREFIXES: DA, DS, DT

PROGRAMS:

DENTAL HYGIENE (A.S.)

This program is accredited by the Council on Dental Education of the American Dental Association and is approved by the Florida State Board of Dental Examiners. Please refer to page 48 for the five admission requirements.

		FRESHMAN YEAR		
COURSE	TITLE	SEMESTER	HOURS	CREDIT
		Fall Term	Winter Term	Spring Term
BY 151-152	Anatomy & Physiology	3	3	
CY 100*	Introduction to Chemistry	3		
DS 102	Dental Anatomy	3		
DS 103	General & Oral Histology		2	
DS 104	Dental Radiology		2	
DS 106	Oral Hygiene	1		
DS 110-111-205	Clinical Dental Hygiene I,II,III	3	3	
EH 101-102	Freshman Communications	3	3	
PE	Physical Education	1	1	
SP 101	Fundamentals of Speech		3	
SS 101	Social Institutions			3
		17	17	6

*CY 101 must be taken for an A.A. Degree

SOPHOMORE YEAR

BY 156	Microbiology	3		
DS 105	Pharmacology	1		
DS 202	General & Oral Pathology	2		
DS 203	Public Health & Preventive Dentistry		1	
DS 206	Practice Administration		1	
DS 207	Dental Health Education	2		
DS 208	Clinical Observation		2	
DS 210-215	Clinical Dental Hygiene IV, V	3	3	
HE 101	Elements of Nutrition	3		
HH 101*	Perspectives on Healthful Living		2	
PE	Physical Education	1	1	
PY 201	General Psychology		3	
SS 102**	Political Institutions		3	
		15	16	

*HH 230 may be substituted

**PL 201 or HY 201 may be substituted for SS 102

DENTAL LABORATORY TECHNOLOGY (A.S.)

This two-year curriculum includes all the areas of instruction as defined by the Council on Education and the American Dental Association. It is designed to conform to the policies and regulations of the Florida State Dental Society. This program is accredited by the Council on Dental Education of the American Dental Association.

FRESHMAN YEAR					
COURSE	TITLE	SEMESTER	Fall	Winter	Spring
			Term	Term	Term
BA 204	Principles of Economics			3	
DA 105	Elements of Dental Materials			3	
DS 102	Dental Anatomy & Physiology	3			
DT 100	Complete Denture Techniques I	3			
DT 101	Orientation & Terminology	1			
DT 102	Complete Denture Techniques II			4	
DT 103	Cast Inlay Technique				2
DT 106	Partial Denture Technique I				2
EH 101-102 or 110	Freshman Communications; Tech. Writing	3		3	
PE	Physical Education	1		1	
HH 101*	Perspectives on Healthful Living	2			
			13	14	4

SOPHOMORE YEAR

CY 100-105	Intro. to Chem.; Chemistry Lab.	4			
DT 104	Crown & Bridge Technique I	5			
DT 107	Jurisprudence & Prof. Relations			1	
DT 110	Ceramic Techniques I			5	
DT 202	Special Prosthesis				2
DT 204	Crown & Bridge Technique II			4	
DT 206	Partial Denture Technique II	3			
DT 210	Ceramic Technique II				2
PE	Physical Education	1		1	
SS 101-102**	Social Inst.; Political Inst.	3		3	
			16	14	4

*HH 230 may be substituted.

**PL 201 or HY 201 may be substituted for SS 102.

DENTAL ASSISTANTS PROGRAM (Certificate Program)

This course covers a period of two terms plus the first session of the spring term, thereby totaling forty weeks. This program is accredited by the Council on Dental Education of the American Dental Association.

FRESHMAN YEAR					
COURSE	TITLE	SEMESTER	Fall	Winter	Spring
			Term	Term	Term
BE 105	Typewriting	2			
BE 200	Business Communications			3	
DA 100	Intro. to Dental Assisting	1			
DA 102	Preclinical Orientation	3			
DS 102	Dental Anatomy	3			
DA 104	Related Dental Theory			4	
DA 105	Elements of Dental Materials			3	
DA 106	Office Management				1
DA 110	Clinical Practice I	3			
DA 111	Clinical Practice II			3	
DA 112	Clinical Practice III				3
DS 104	Dental Radiology	2			
EH 101	Freshman Communications	3			
PY 201	Psychology			3	
			17	16	4

COURSE DESCRIPTIONS:

DA 100 INTRODUCTION TO DENTAL ASSISTING

This course presents the objectives, responsibilities, ethics, and scope of service of the dental assistant in practice. A working knowledge of dental terminology, personal hygiene, and grooming. 1-0-1*

DA 102 PRECLINICAL ORIENTATION

This course presents the nomenclature, maintenance, and application of all the instruments and equipment commonly employed in the dental office. The course also includes instruction in the various techniques in sterilization. 2-2-3*

DA 104 RELATED DENTAL THEORY

Course designed for familiarization of common drugs and medicaments: pharmacological properties, therapeutic applications and any toxicities; also a knowledge of nutrition with emphasis on relationship to oral health. Aspects of general oral pathology are covered in this course. In addition, recognition of dental emergencies and procedures to follow pertaining thereto. 4-0-4*

DA 105 ELEMENTS OF DENTAL MATERIALS

A series of lecture-demonstrations designed to acquaint the student with the nomenclature, characteristics, proper manipulation, and application of the materials used in the laboratory and clinical practice of dentistry. The procedures for purchasing and storage of supplies will be considered. 2-3-3*

DA 106 OFFICE MANAGEMENT

Study of practice administration: the methods by which the dentist conducts his practice and the related functions of the assistant. Aspects include speech and telephone communicating, patient management, bookkeeping as pertaining to daily records, appointment making, collections and billing; also filing as pertaining to a patient recall system, history taking, charting and record filing. 1-0-1*

DA 110 CLINICAL PRACTICE

The dental assistant student will receive individual instruction in all phases of chairside dental assisting. 0-6-3*

DA 111 CLINICAL PRACTICE II

Continuation of DA 110. 0-6-3*

DA 112 CLINICAL PRACTICE III

Continuation of DA 111. 0-6-3*

DS 101 ANATOMY AND PHYSIOLOGY

This course was designed for dental hygiene students and presents the fundamentals of gross anatomy and physiology with emphasis on the head and neck. 3-0-3*

DS 102 DENTAL ANATOMY

The study of the structure, morphology, and function of the primary and permanent dentitions. Laboratory procedures include the identification and the reproduction of tooth forms by drawing and carving representative teeth. 2-2-3*

DS 103 GENERAL AND ORAL HISTOLOGY

This course offers a detailed study of the minute structure of the tissues of the body with particular reference to the teeth and supporting tissues.

These lectures will cover the morphology of different tissues, early embryonic development, and histologic features of the structures of the oral cavity with emphasis on those areas of particular interest to the dental hygienist. 1-2-2*

DS 104 DENTAL RADIOLOGY

This course is designed to acquaint the student with the nature, physical behavior, biological effects, methods of control, safety precautions and the techniques for exposing, processing, and mounting x-rays. Laboratory procedures will include the application of these techniques in clinical practice. 1-2-2*

* Lecture—Lab—Credit Hours

DS 105 PHARMACOLOGY

The objective of this course is to familiarize dental hygiene students with the basic aspects relating to the physical and chemical properties, dosage, methods of administration, and therapeutic use of pharmaceutical preparations used in dentistry. 1-0-1*

DS 106 ORAL HYGIENE

The objective of this course is to acquaint the student with the duties of the dental hygienist in oral hygiene care. This course emphasizes the preventive procedures which can be used to decrease the incidence of oral disease. It includes a study of toothbrush techniques, dentifrices, mouth washes, applied oral hygiene techniques for patients with special needs, and organic and inorganic stains and secretions on the teeth. 1-0-1*

DS 110 CLINICAL DENTAL HYGIENE I

The objective of this course is to instruct the student in the techniques of instrumentation and polishing of teeth on the dental manikin. Every student must master the operative techniques of the dental prophylaxis before she is admitted to clinical practice. This course will also include sterilization techniques, fluoride application procedures, dental charting, instrument sharpening, and general clinic procedures. During the latter part of this course, students will be permitted to give dental prophylaxes to patients in the dental clinic. 1-4-3*

DS 111 CLINICAL DENTAL HYGIENE II

(Prerequisite: a grade "C" or above in DS 110). Students will be required to complete a specific number of dental prophylaxes for adults and children in the clinic under the supervision of the clinical supervisor and staff. This course will also include practical experience in dental radiology. 0-9-3*

DS 202 GENERAL AND ORAL PATHOLOGY

This course is an introduction to general pathology with consideration of the more common diseases affecting the human body. Particular emphasis is given to the study of pathological conditions of the mouth, teeth and their supporting structures, and the relation of these conditions to systemic disturbances. 2-0-2*

DS 203 PUBLIC HEALTH AND PREVENTIVE DENTISTRY

A study of present day philosophy and practices of Public Health and Public Health Dentistry. A study of the newest concepts of Preventive Dentistry, its meanings and aims and the responsibilities of the Dental Hygienist in this field of practice. 1-0-1*

DS 205 CLINICAL DENTAL HYGIENE III

This course is a continuation of Clinical Dental Hygiene II. 0-9-3*

DS 206 PRACTICE ADMINISTRATION

This course is concerned with the principles of dental ethics and economics as it relates to the dental hygienist. The course will also include a study of jurisprudence, dental and dental hygiene history, and office procedures. 1-0-1*

DS 207 DENTAL HEALTH EDUCATION

This is a series of lectures to familiarize the dental hygienist with the methods and materials used in dental health education. Each student will be required to design lesson plans and appropriate visual aids to be used in dental health education for school children, adult groups, and office patients. 2-0-2*

DS 208 CLINICAL OBSERVATIONS

This course will include a series of clinical lecture-demonstrations in the fields of: restorative dentistry, periodontia, oral diagnoses, orthodontia, pedodontia, oral surgery, anesthesia, endodontics, and dental materials. These observations are for the purpose of giving the student a better understanding of the various specialized fields of dentistry and their relation to dental hygiene. 1-2-2*

* Lecture—Lab—Credit Hours

DS 210 CLINICAL DENTAL HYGIENE IV

This course is a continuation of Clinical Dental Hygiene III. 0-9-3*

DS 215 CLINICAL DENTAL HYGIENE V

This course is a continuation of Clinical Dental Hygiene IV. 0-9-3*

DT 100 COMPLETE DENTURE TECHNIQUES I

This course is designed to teach the student the various phases of full denture construction. The laboratory work consists of the construction of custom trays, base plates, stabilized occlusion, and mounting casts. The set-up of artificial teeth on an adjustable articulator. Special emphasis is placed on proper tooth selection, correct occlusion, waxing, curing, finishing, and polishing. Denture repairs and tooth replacement are also covered. 1-6-3*

DT 101 ORIENTATION AND TERMINOLOGY

The course is designed to acquaint the student with the role of the dental technician as a member of the dental health team and to familiarize him with the terms peculiar to the dental profession in order that he may interpret the directives included in a dentist's work authorization. A knowledge of equipment maintenance and safety factors will be considered. 1-0-1*

DT 102 COMPLETE DENTURE TECHNIQUES II

Continuation of DT 100. 1-9-4*

DT 103 CAST INLAY AND CROWN TECHNIQUES

This course covers the construction of various casts and dies, the waxing, carving, investing, casting, finishing and polishing inlays, three-fourths crown, full and veneer-faced crowns. It also includes the methods of soldering. 1-2-2*

DT 104 CROWN AND BRIDGE TECHNIQUE I

Technical procedures required in the construction of fixed bridges from various types of impressions. 2-9-5*

DT 106 PARTIAL DENTURE TECHNIQUES I

The basic techniques used in the construction of partial dentures with special emphasis on surveying and designing. The design and use of wrought wire construction is covered. 1-3-2*

DT 107 JURISPRUDENCE AND ETHICS

A knowledge of the legal aspects of the dental practice and dental laboratory business including the code of ethics for dental laboratory technicians. 1-0-1*

DT 110 CERAMICS I

A course on the manipulation of porcelain in the construction of jacket crowns and inlays including staining and characterization. 2-9-5*

DT 202 SPECIAL PROSTHESIS

A technical review of courses covered and to acquaint the student with latest developments. An introduction to some of the unique procedures and specialties in dental laboratory technology. 1-2-2*

DT 204 CROWN AND BRIDGE TECHNIQUE II

Advanced techniques to include the use of various types of facings and pontics, both plastic and porcelain, and precision connectors. Special emphasis is given on proper alignment, contour and tooth form. 1-9-4*

DT 206 PARTIAL DENTURE TECHNIQUES II

An advanced course covering cast partial denture construction including the use of precision and semi-precision attachments. 1-6-3*

DT 210 CERAMICS II

A continuation of Ceramics I to include techniques for bonding porcelain to metal in bridgework and the design and construction of thimble type restorations. 1-3-2*

* Lecture—Lab—Credit Hours

Engineering Technology and Physics

FACULTY: Whitmer (Chairman), Austin, Book, Connell, Cooper, Dasher, Galbraith, Hinckley, McCue, Rader, Ramos, Robinson, Stoll

MAJORS: Air Conditioning and Refrigeration Technology, Building Construction, Computer Tester (Certificate Program), Drafting and Design Technology, Electrical Distribution Technology, Electronics Technology, Engineering, Industrial Arts, Physics, Physical Sciences, Surveying Technology

COURSE PREFIXES: AC, CL, DG, EG, EL, ML, PH, PS

PROGRAMS:

AIR CONDITIONING AND REFRIGERATION TECHNOLOGY (A.S.)

The Air Conditioning and Refrigeration Technology Program at Palm Beach Junior College begins with the most basic and fundamental concepts of work and progresses into the more technically advanced area. Some General Education courses are included in the curriculum. Upon completion of the course of study, the graduate will be qualified to enter any of the many possible vocations found in the rapidly growing fields of air conditioning and refrigeration today.

FRESHMAN YEAR					
COURSE	TITLE	SEMESTER	HOURS		CREDIT
			Fall Term	Winter Term	
AC 104	Essentials of Electricity		4		
AC 111	Principles of Refrigeration		4		
AC 112	Principles of Air Cond. Systems				3
AC 125	Refrig. Cycles and Systems				3
ML 122	Machine Shop & Welding Practice				3
EG 102	Engineering Graphics II		3		
EH 101-110*	Freshman Communications; Tech. Writing		3		3
PE	Physical Education		1		1
MS 104-110	Tech Math; Intermediate Algebra		3		3
			18		16

SOPHOMORE YEAR					
AC 211	Air Conditioning Systems		3		
AC 212	Commercial Refrigeration Systems		4		
AC 222	Air Distribution and Layout		4		
AC 214	Control Systems for Refrigeration and Air Conditioning		4		
AC 234	Heating and Ventilation				3
AC 224	Planning of Refrigeration and Air Conditioning Systems				4
AC 244	Refrigeration Equipment for Air Conditioning Systems				3
PE	Physical Education		1		1
SS 101	Social Institutions				3
HY 201**	U.S. History to 1865				3
			16		17

*EH 102 may be substituted for EH 110

**SS 102 or PL 201 may be substituted for HY 201.

BUILDING CONSTRUCTION (A.A.)

FRESHMAN YEAR					
COURSE	TITLE	SEMESTER	HOURS Fall Term	CREDIT Winter Term	
AT 110	History & Appreciation of Art		3		
or					
MC 110	Music Appreciation	(3)			
CY 101-102*	General Chemistry		4	4	
EH 101-110**	Freshman Communications; Tech Writing		3	3	
EG 102	Engineering Graphics			3	
HH 101 ***	Perspectives on Healthful Living			2	
MS 111	College Algebra		3		
MS 121	College Trigonometry			3	
SS 101	Social Institutions		3		
PE	Physical Education		1	1	

SOPHOMORE YEAR

DG 206	Architectural Drafting		3		
EH	Literature			3	
MS 204	Analytic Geometry & Calculus I		4		
PH 201-202	General Physics		4	4	
SS 102 †	Political Institutions			3	
BA 101-102	Principles of Accounting		3	3	
ML 123	Construction Materials		3		
ML 261	Construction Mechanics (Statics)			3	
PE	Physical Education		1	1	
			18	17	

* BY 101-102 accepted as substitutes when General Education Program is completed.

SURVEYING TECHNOLOGY (A.S.)

FRESHMAN YEAR					
COURSE	TITLE	SEMESTER	HOURS Fall Term	CREDIT Winter Term	
EH 101-110**	Freshman Communications; Tech Writing		3	3	
MS 104-110	Tech Math; Intermediate Algebra		3	3	
EG 101	Engineering Graphics I		3		
CL 211	Surveying I			4	
CL 220	Surveying Drawing			3	
BE 100	Office Machines		2		
PE	Physical Education		1	1	
SS 101-102 †	Social Inst.; Political Inst.		3	3	

SOPHOMORE YEAR

CL 212-213	Surveying II, III		4	4	
CL 214	Basic Geodetic Astronomy			2	
CL 221	Subdivisions			3	
CL 230	Topography and Mapping		3		
CL 232	Electronics Surveying			2	
CL 231	Photogrammetry		2		
CL 260	Legal Aspects of Surveying		3		
CL 261	Legal Aspects of Boundary Location			3	
CL 270	Land Survey Descriptions		3		
ML 210	Industrial Relationships			3	
PE	Physical Education		1	1	
			16	18	

*One year of Biology may be substituted.

**EH 102 may be substituted for EH 110.

***HH 230 may be substituted.

†PL 201 or HY 201 may be substituted for SS 102.

INDUSTRIAL ARTS (A.A.)

This program will provide the necessary general education requirements for the first two years of a four-year course leading to a Bachelors Degree in Industrial Arts Education. In addition, it includes basic courses of the major field required for teacher certification in the state of Florida.

FRESHMAN YEAR				
COURSE	TITLE	SEMESTER	HOURS	CREDIT
			Fall Term	Winter Term
EH 101-102	Freshman Communications		3	3
MS 111-121	College Algebra; Trigonometry		3	3
SS 101	Social Institutions		3	
HY 201	U.S. History to 1865			3
EG 101-102	Engineering Graphics		3	3
AT 110	History and Appreciation of Art		3	
or				
MC 110	Music Appreciation	(3)		
SP 101	Fundamentals of Speech			3
PE	Physical Education		1	1
			16	16

SOPHOMORE YEAR				
PH 201-202*	General Physics		4	4
EH	Literature		3	
HH 101***	Perspectives on Healthful Living			2
PY 201	General Psychology			3
DG 206	Architectural Drafting		3	
ML 123	Construction Materials		3	
PE	Physical Education		1	1
Electives**			3	6
			17	16

- * BY 100-105 may be substituted.
- **Suggested electives: LC 101, AT 105-106, BE 105, PY 202, EN 101.
- ***HH 230 may be substituted

PHYSICS, PHYSICAL SCIENCES (A.A.)

PHYSICS, ASTRONOMY, GEOLOGY, METEOROLOGY (A.A.)

The physics program is designed for the above average student. Other students desiring to have a major in physics must plan to take five terms of study.

FRESHMAN YEAR				
COURSE	TITLE	SEMESTER	HOURS	CREDIT
			Fall Term	Winter Term
AT 110	History & Appreciation of Art		3	
or				
MC 110	Music Appreciation	(3)		
CY 101-102	General College Chemistry		4	4
EH 101-102	Freshman Communications		3	3
GN 101-102†	Elementary German		3	3
HH 101**	Perspectives on Healthful Living			2
MS 204-205	Anal. Geom. & Calculus I, II		4	4
PE	Physical Education		1	1
			18	17

- † French may be elected.
- **HH230 may be substituted

SOPHOMORE YEAR

EH	Literature		3
GN 201-202 *	Intermediate German	3	3
MS 206	Anal. Geom. & Calculus III	4	
MS 207	Differential Equations		3
or			
MS 209	Elementary Linear Algebra		(3)
PH 205-206	General Physics with Calculus II	4	4
PE	Physical Education	1	1
SS 101-102***	Social Inst.; Political Inst.	3	3
		<hr/>	<hr/>
		15	17

*French may be elected

*** PL 201 or HY 201 may be substituted for SS 102.

COURSE DESCRIPTIONS

AC 104 ESSENTIALS OF ELECTRICITY

This course covers basic circuit theory, electrical and electronic controls systems, electric motor circuits, servo-mechanisms which apply to the air conditioning industry; along with instruction in the use, care, and maintenance of electrical test equipment. It is designed for the student in air conditioning technology. 3-3-4*

AC 111 PRINCIPLES OF REFRIGERATION

A study of fundamental principles and their application to refrigeration and the component parts of basic commercial systems. 3-3-4*

AC 112 PRINCIPLES OF AIR CONDITIONING

Psychrometrics of air; calculations of heat loads and conditioned air supply. 3-0-3*

AC 125 REFRIGERATION CYCLES AND EQUIPMENT

(Prerequisite: AC 104, AC 111). Theory of operation of domestic and commercial refrigeration equipment. 2-3-3*

AC 211 AIR CONDITIONING SYSTEMS

(Prerequisite: AC 112). A study of the various types of air conditioning systems and their applications. 3-0-3*

AC 212 COMMERCIAL REFRIGERATION SYSTEMS

(Prerequisite: AC 125). Commercial refrigeration systems and their related technical fields. 2-6-4*

AC 214 CONTROL SYSTEMS FOR REFRIGERATION AND AIR CONDITIONING

(Prerequisite: AC 112, AC 125). Design, selection, application, and troubleshooting of refrigeration and air conditioning control systems. 2-6-4*

AC 222 AIR DISTRIBUTION AND LAYOUT

(Prerequisite: AC 112, EG 102). Fundamentals of air distribution, selection of components and accessories, design, planning, and layout of complete distribution systems, instrumentation, and system balancing. 2-6-4*

AC 224 PLANNING OF REFRIGERATION AND AIR CONDITIONING SYSTEMS

(Prerequisite: AC 212). Practice in planning and estimating various types of refrigeration and air conditioning systems. 2-6-4*

AC 234 HEATING AND VENTILATING

A study of various types of heating and ventilating equipment and their application to comfort heating; the operation, service, and tests of actual equipment. 2-3-3*

AC 244 REFRIGERATION EQUIPMENT FOR AIR CONDITIONING SYSTEMS

(Prerequisite: AC 212). Installation, operation, balancing, and trouble-shooting refrigeration problems in air conditioning. 1-6-3*

*Lecture-Lab-Credit Hours

CL 211 SURVEYING I

Use and care of surveying instruments; theory and practice in chain and transit surveys and in balancing and closing traverses; introduction to leveling. 2-4-4*

CL 212 SURVEYING II

(Prerequisite: CL 211 and co-requisite MS 104). A continuation of CL 211. Use and care of surveying instruments; theory and practice in location of reference and base lines; leveling; topography; design and layout of curves. 2-4-4*

CL 213 SURVEYING III

(Prerequisite: CL 212). A study of route surveying for location of highways, railways, canals, power-transmission lines, pipe lines, and other utilities. Aspects covered include design of horizontal and vertical curves, determination of profiles, location of objects, establishing center lines locations, and determining volumes of earthwork incidental to construction. 2-4-4*

CL 214 BASIC GEODETIC ASTRONOMY

(Prerequisite: CL 212). A study of the celestial sphere and coordinate systems in particular reference to surveying. Topics covered include: measurement of time, ephemerides and tables, astronomical determination of time, longitude, latitude, and azimuth, and instrumentation and computation. 1-3-2*

CL 220 SURVEYING DRAWING

(Prerequisite: EG 102). This course stresses the preparation of drawings as they apply to surveying; inking and lettering are emphasized. The following areas are studied: types of maps and their use, methods of map production and reproduction, and preparation of maps and documents for entry into the public records. 0-6-3*

CL 221 SUBDIVISIONS

(Prerequisite: CL212). A study of subdivision planning. Topics covered include: Government regulations as applied to subdivisions, practice of obtaining the best subdivision land-use for various types of property, preparation of land plats and subdivision plats, relationship of roads and utilities to general layout, economic and aesthetic values. 1-4-3*

CL 230 TOPOGRAPHY AND MAPPING

(Prerequisites: CL 220 or co-requisite:CL 212). The following items are covered: methods of making topographic surveys, use of the plane table, control surveys, contour lines, air photo interpretation, preparation of topographic maps, computations using topographic maps. 2-3-3*

CL 231 PHOTOGRAMMETRY

(Prerequisite or co-requisite: CL 212 and CL 230). A study of the geometrical characteristics of photographs and photogrammetric equipment, including problems of flight planning and control consideration; measurements in photogrammetry, rectification, and mosaics; and the application of photogrammetric principles to practical design and usage. 1-3-2*

CL 232 ELECTRONIC SURVEYING

(Prerequisite: CL 212). A study of the application of electronic techniques to surveying. Topics include: development of electronic surveying equipment, analysis of instrumentation, range and accuracy of various systems, electro-magnetic wave propagation problems, computation methods, and practical applications. 1-3-2*

CL 260 LEGAL ASPECTS OF SURVEYING

(Prerequisite: CL 211). This course stresses the legal and professional responsibilities of the surveyor. Points included are: relation of surveyor to client; legal rights, duties, and liabilities of the surveyor; statutes regulating the practice of surveying; various legal documents which affect the surveyor; and the surveyor's professional responsibilities. 3-0-3*

* Lecture—Lab—Credit Hours



CL 261 LEGAL ASPECTS OF BOUNDARY LOCATION

(Prerequisite: CL 260). A study of county public record systems; preparation and recording of legal documents as applied to surveying, laws of land surveying and boundaries; U.S. Government public land surveys; restoration of corners; recognition of line and reference trees; agreements as to boundaries; and the legal, historical, and evidence problems of land surveyors. 3-0-3*

CL 270 LAND SURVEY DESCRIPTIONS

(Prerequisite: CL 260). A study of the factors which enter into the proper development of correct description of land parcels. Topics included are: superiority of calls, types of descriptions, sectional property, easements and variations, water boundaries, meanings of words and phrases, map laws, records and recording of documents, re-survey description, and preparation of general land descriptions. 3-0-3*

CL 290 TECHNICAL RESEARCH PROBLEM

An approved technical research problem is conducted by the student. Seminars are held at regular intervals during the term in which the student will present his problem to the class. A final written report of the problem is submitted by the student. 3-0-3*

DG 110 DRAFTING FOR ELECTRONICS & AIR CONDITIONING

Electrical Drafting is a course of study designed for students in the Electronic Technology and Air Conditioning Technology programs. A basic knowledge of multiview drawing, sections, auxiliary, dimensions and pictorial drawing is presented. Particular attention and practice are given to electrical symbols, block diagrams, schematic diagrams, connection diagrams, printed circuits, graphs and charts. Skill in actual drafting practice is gained and emphasis is given to free hand sketching and lettering. 1-5-3*

DG 112 ADVANCED DRAFTING

(Prerequisite: EG 102.) This course is designed to extend drafting principles and techniques into a variety of industrial and engineering related fields such as machine drawing, electrical-electronics, sheetmetal, structural, and topographical drafting. 1-5-3*

DG 204 MACHINE DRAFTING I

(Prerequisite: DG 112 Advanced Drafting or consent of the instructor). A study of source materials, drawing room standards, and procedures is covered. Emphasis is placed on design principles and methods. 1-3-2*

* Lecture—Lab—Credit Hours

DG 205 MACHINE DRAFTING II

(Co-requisite or prerequisite: DG 204 Machine Drafting I). This course deals with design problems of a practical nature based on information covered in DG 204. 1–5–3*

DG 206 ARCHITECTURAL DRAFTING

(Prerequisite: EG 101-102 or equivalent; Co-requisite: ML 123.) Problems in architecture are studies, such as details of footings, foundations, floors, walls, roofs and openings in masonry and wooden structures. Application is made through practical projects. 1–5–3*

DG 212 TECHNICAL ILLUSTRATION

(Prerequisite: EG 102 or consent of instructor). This course deals primarily with the translation of orthographic drawings into three-dimensional, pictorial representations. Topics include: axonometric drawings, oblique drawings; perspectives, and illustration techniques in shading, rendering and airbrush. 1–5–3*

EG 101 ENGINEERING GRAPHICS I

An introduction to the fundamental principles of orthographic projection and descriptive geometry as used in the making and interpretation of engineering drawings. 1–5–3*

EG 102 ENGINEERING GRAPHICS II

(Prerequisite: EG 101). Application of orthographic projection and descriptive geometry. 1–5–3*

EG 110 ENGINEERING PROBLEMS AND ORIENTATION

(Prerequisite: MS 111; Co-requisite: MS 104.) This course emphasizes the solution of engineering problems using dimensional analysis, elementary vector analysis, the slide rule, and other computational techniques. The course also provides a study of the history, basic principles, development, opportunities, and educational requirements for the principal fields of the engineering profession. 1–0–1*

EL 101 D.C. CIRCUITS

This course is a study of basic D.C. electrical circuits and circuit parameters, including Ohm's law, Kirchhoff's law, Thevenin's theorem, Norton's theorem, Faraday's law, and Lenz's law. Series, parallel and wye-delta transformations are covered along with capacitance and energy storage, self-inductance, magnetic circuits and electromagnetism. D.C. electrical instruments and measurements are stressed in laboratory. 5–2–6*

EL 102 A.C. CIRCUITS

(Prerequisite: EL 101). This course is a study of basic A.C. electrical circuits and circuit parameters, including the application of laws and theorems that were introduced in D.C. as they are applied to A.C. networks. Vector algebra and vector diagrams are emphasized along with resonance, mutual inductance and transformer action. Polyphase circuits and Fourier's analysis are included. A.C. electrical instruments and measurements are stressed in laboratory. 5–2–6*

EL 201 ADVANCED ELECTRICITY

(Prerequisite: EL 102 and MS 104). This course is a study of DC and AC energy and machinery with emphasis on graphical and numerical analysis methods. Also included is the study of electrical mathematics, analytic geometry, differential and integral calculus as applicable to electrical problems. 3–2–4*

EL 203 D.C. MACHINES I

(Prerequisite: EL 101). A study of electrical machines as circuit elements for explanation and their behavior under recognized standard tests in the laboratory. The course includes the study of theory, operation, control, and instrumentation of D.C. machinery and control. Not open to students who are enrolled or have completed EL 201. 2–2–3*

EL 204 A.C. MACHINES I

(Prerequisite: EL 102). A study of electrical machines as circuit elements for explanation and their behavior under recognized standard tests in the laboratory. This course includes the study of theory, operation, control, and instrumentation of A.C. machinery and control. Not open to students who are enrolled or have completed EL 201. 2–2–3*

* Lecture—Lab—Credit Hours

EL 205 SERVO-MECHANISMS AND INSTRUMENTATION

(Prerequisite: EL 102). A study of self-connecting systems for D.C., A.C., and electronic systems under recognized standard tests in the laboratory. The course includes the theory, operation and control of servo-mechanisms. Not open to students who are enrolled or have completed EL 201. 2-1-3*

EL 211 ELECTRONICS I

(Prerequisite: EL 102). This course is a study of thermionic emission, characteristics of diodes, triodes and multi-element electron tubes including semi-conductors and their associated circuits. Rectifier and single stage amplifier is stressed. Single stage feed-back amplifiers and oscillators are also included. 4-4-6*

EL 212 ELECTRONICS II

(Prerequisite: EL 211). This course is a study of voltage, current and power coupling devices as used in audio and video amplifiers, radio receivers, and transmitters. Antennas, wave propagation, transmission lines, and wave guides are also included. 4-4-6*

EL 214 ELECTRONICS SYSTEMS

(Prerequisite: EL 211; Co-requisite: EL 212). This course is a study of industrial electronic systems including teletype, telephoto, television, radar, telemetering, multiplexing, and electronic computers. Field trips to local electronic plants are arranged. 3-0-3*

EL 215 DIGITAL TRANSISTOR CIRCUITS

(Prerequisite: EL 101). This course is a review of the atomic structure of matter as it relates to the motion of charged particles in semi-conductors. The study covers junction diode and basic transistor action, together with a brief survey of their manufacturing methods. The switching function of diodes and transistors as they are used in logic circuits, trigger circuits, and pulse generators are learned both in the classroom and through experiments with these actual circuits in the laboratory. Not open to students who are enrolled or have completed EL 211, 212, and 214. 2-2-3*

EL 216 LINEAR TRANSISTOR CIRCUITS

(Prerequisite: EL 102). A study of the A.C. behavior of transistors and their associated circuits. Topics covered are basic stabilizations, parameter measurement, matrix algebra, computations of transistor circuits, feed-back networks and high frequency operation. The associated laboratory will provide the student with ample opportunity to apply the knowledge obtained in class by designing and building all circuits studied. Not open to students who are enrolled or have completed EL 211, 212, and 214. 2-2-3*

EL 217 VACUUM TUBE DEVICES

(Prerequisite: EL 102). Not open to students who are enrolled or have completed EL 211, 212, and 214. 2-2-3*

EL 218 ELECTRO-MAGNETIC TRANSMISSION

(Prerequisite: EL 102). Not open to students who are enrolled or have completed EL 211, 212, and 214. 3-0-3*

EL 219 ELECTRONIC CIRCUITS

(Prerequisite: EL 216 or EL 217). Not open to students who are enrolled or have completed EL 211, 212, and 214. 2-2-3*

EL 220 LOGIC CIRCUITS

(Prerequisites: EL 102, MS 104, or MS 121). This course is a study of modern logic circuits and computer blocks. The logic circuits covered are AND, OR, NAND, and NOR gates. The blocks include pulse circuits, basic multi-vibrator circuits - bistable (Flip-flop), monostable (one shot), astable (clock) and Schmitt trigger circuit. 3-2-4*

EL 221 DIAGNOSTIC PROGRAMMING

(Prerequisite EL 220). A continuation of EL 220 with emphasis on "trouble shooting" malfunctions of an electronic computer. 2-2-3*

EL 222 POWER TRANSMISSION

(Prerequisites: EL 101 and EL 220). This course is designed to test the electro-mechanical operation of digital devices, emphasizing the techniques which test the logical manipulation of data and the internal timing of devices. The primary purpose is to locate the operational faults of the device. 2-2-3*

* Lecture-Lab-Credit Hours

COURSE DESCRIPTIONS

FS 101 INTRODUCTION TO FIRE SCIENCE TECHNOLOGY

Philosophy and history of fire service; organization and function of local, county, state, federal, and private fire services; chemistry and physics of fire and theory of fire control. 3-0-3*

FS 102 FIRE PREVENTION

Organization and function of fire prevention; inspection, surveying and mapping procedures; recognition of fire hazards. Emphasis is on engineering a solution to fire hazards; enforcing fire prevention; public relations as affected by fire prevention. 3-0-3*

FS 103 FIRE APPARATUS AND EQUIPMENT

Fire protection organization and equipment; basic fire fighting tactics; public relations as affected by fire protection. 3-0-3*

FS 104 FIRE HYDRAULICS

Review of basic mathematics; hydraulic laws and formulas as applied to the fire service. Application of formulas and mental calculation to hydraulic problems. Underwriter requirements for pumps. 3-0-3*

FS 201 RELATED FIRE CODES AND ORDINANCES

(Prerequisite: FS 102.) Familiarization with national, state, and local laws and ordinances which influence the field of fire prevention and protection. 3-0-3*

FS 202 HAZARDOUS MATERIALS

(Prerequisite: FS 102.) Storage, handling laws, standards, and fire fighting practices pertaining to hazardous solids, liquids, and gases. Emphasis on radioactive hazards. 3-0-3*

FS 203 BUILDING CONSTRUCTION FOR FIRE PROTECTION

(Prerequisite: FS 102.) Fundamental building construction and design; fire protection features; special considerations. 3-0-3*

FS 204 FIRE ADMINISTRATION

Fundamentals of fire department management including organization, manning schedules, management of personnel and resources, water supplies, tactics for multiple companies, training, communications, records and reports, public relations, American Insurance Association grading schedule, and maintenance of buildings and equipment. 3-0-3*

ML 121 MANUFACTURING PROCESSES

This course is designed to provide a background of knowledge covering the various manufacturing materials and the fundamental types of manufacturing methods. Through lecture, demonstration, and practical applications the student is given the opportunity to become familiar with the various types of machine tools, tooling, measuring, and inspection procedures. Automation is introduced and information is presented to acquaint the student with the modern practices of numerical control for machine tools and the uses of transfer and special machines. 2-3-3*

ML 122 MACHINE SHOP AND WELDING PRACTICE

This is a laboratory course that covers the basic hand and machine tools used by industry. Standard practices and procedures such as measurements, gauging, tapering, thread standards, and surface finishing are studied. Oxy-acetylene welding and silver soldering are practiced. An understanding of the processes is emphasized rather than proficiency in them. 1-5-3*

ML 123 BUILDING CONSTRUCTION MATERIALS

Sources, properties and uses of construction materials. 3-0-3*

ML 210 INDUSTRIAL RELATIONSHIPS

In this course an effort is made to give the technology student a practical understanding of union organization, industrial organization (both large and small), and employer-employee relationships. Information on acquiring and holding an "entry" position will be covered, including the writing of a "Personal Data Sheet" and techniques of applying for a job. 3-0-3*

ML 221 PROPERTIES AND TESTING OF MATERIALS

(Prerequisite: MS 104 or MS 121). Characteristics and physical properties of materials are investigated along with basic mechanics. The student receives instruction in the techniques and on the machines used for physical testing in industry. Topics covered include stress, strain, elasticity, types of failures, structure and application of ferrous and nonferrous metals, organic and inorganic materials and compounds. 3-2-4*

ML 261 CONSTRUCTION MECHANICS

(Prerequisite: PS 201; co-requisite MS 204). The study of external forces, thrust analysis and geometric properties of members as applied to the design of structures. 4-0-4*

PH 201 GENERAL PHYSICS I

(Prerequisite: MS 104 or MS 111, or adequate score on placement test. Co-requisite EG 110.) This course in Physics is designed for pre-medical and pre-dental students, liberal arts students not majoring in physical science or mathematics, and students following the technology program. This term covers heat, mechanics, and sound with emphasis on the fundamental concepts and laws of physics and their applications. 3-2-4*

PH 202 GENERAL PHYSICS II

(Prerequisite: PH 201.) This course covers electricity, magnetism, light, and modern physics. 3-2-4*

PH 205 GENERAL PHYSICS WITH CALCULUS I

(Prerequisites: EG 110, MS 204). This is the first part of a two-term sequence in general physics for students with an above-average mathematical background. It is designed for students in engineering and physics. Topics included are: vector manipulation, statics, fundamentals of motion, force and translation, torque and rotation, energy, elasticity and harmonic motion, fluids at rest and in motion, gases, heat transfer, change of phase, thermal behavior of gases, and thermodynamics. The laboratory portion of the course introduces the student to basic ideas of measurement, fundamentals of the analysis of experimental data, and laboratory methods. 3-2-4*

PH 206 GENERAL PHYSICS WITH CALCULUS II

(Prerequisite: PH 205). This is the second term of the general physics with calculus sequence. Topics included are: electrostatics, electric current and resistance of circuits, electromagnetism, magnetic circuits, electromagnetic induction, capacitance, alternating currents, radiation from circuits, wave motion and sound, reflection and refraction of light, lenses and mirrors, spectra and color, interference and diffraction, and polarization. The laboratory portion of the course is designed to illustrate various phenomena discussed in the lectures. 3-2-4*

PH 207 MODERN PHYSICS

(Prerequisite: PH 206). Topics included are: special theory of relativity, introductory quantum theory, atomic structure, radiation, nuclear structure, solid state, elementary particles, and plasmas. 3-0-3*

PS 101 SURVEY OF PHYSICAL SCIENCE I

This course consists of physical science in general, including the study of: meteorology—climate and weather; astronomy—the earth in the solar system and the universe; and geology—the history of the earth and changes in its surface. 3-0-3*

PS 102 SURVEY OF PHYSICAL SCIENCE II

(Prerequisite: MS 106 or adequate score on placement test.) This course is a study of the fundamental concepts of chemistry and physics and their application to everyday life. Recommended for students planning to take chemistry and physics who have not had these courses in high school. 3-2-4*

* Lecture—Lab—Credit Hours



English

FACULTY: Duncan (Chairman), Betz, Bridwell, Britten, Busselle, Connelly, Connolly, Crane, Crowley, Dickinson, Easterling, Graham, Gunderson, Knittle, Kramer, Leahy, McCreight, Meyer, Musto, Platt, Taylor, Tomasello

MAJORS: Creative Writing, English, English Teacher, Journalism, Liberal Arts, Public Relations, Speech Teacher or Speech Therapist, Speech—Drama

COURSE PREFIXES: EH, JM, LC, SP

PROGRAMS:

CREATIVE WRITING, ENGLISH, ENGLISH TEACHER, LIBERAL ARTS (A.A.)

COURSE	TITLE	SEMESTER	HOURS	CREDIT
AT 110	History & Appreciation of Art		3	
or				
MC 110	Music Appreciation		(3)	
EH 101-102	Freshman Communications		6	
SS 101-102*	Social Inst.; Political Inst.		6	
	Science		7-8	
MS 106	Math for General Education		3	
EH	Literature		12	
HH 101* *	Perspectives on Healthful Living		2	
	Foreign Languages (Spanish, French or German)		12	
PE	Physical Education		4	
Electives**			9	
				64-65

*PL 201 or HY 201 may be substituted for SS 102

**HH 230 may be substituted

***Suggested electives: LC 101, SP 101, SP 203, EH 210

JOURNALISM, PUBLIC RELATIONS (A.A.)

COURSE	TITLE	SEMESTER	HOURS	CREDIT
EH 101-102	Freshman Communications		6	
SS 101-102*	Social Inst.; Political Inst.		6	
	Science		7-8	
MS 106	Math for General Education d		3	
PE	Physical Education		4	
HH 101**	Perspectives on Healthful Living		2	
EH	Literature		6	
AT 110	History & Appreciation of Art		3	
or				
MC 110	Music Appreciation		(3)	
SP 101	Fundamentals of Speech		3	
SP 102	Public Speaking		3	
JM 101	Basic Writing for Mass Communications		3	
JM 102	Survey of Communications		3	
JM 201	Reporting or Writing Techniques		3	
PY 201	General Psychology		3	
Electives			9	

64-65

* PL 201 or HY 201 may be substituted for SS 102.

**HH 230 may be substituted

SPEECH-DRAMA, SPEECH TEACHER OR SPEECH THERAPIST (A.A.)

FRESHMAN YEAR				
COURSE	TITLE	SEMESTER	HOURS	CREDIT
SP 101	Fundamentals of Speech		3	
	Science		7-8	
EH 101-102	Freshman Communications		6	
MC 131	Voice Class		1	
PE 208-209	Interpretive Movement		2	
SP 103	Introduction to the Theater		3	
SP 104	Techniques of Dramatic Art		3	
SP 105	Fundamentals of Stagecraft		3	
SP 106	Advanced Stagecraft		3	

31-32

SOPHOMORE YEAR

AT 110	History & Appreciation of Art		3	
or				
MC 110	Music Appreciation		(3)	
EH 201-202	English Literature		6	
HH 101*	Perspectives on Healthful Living		2	
MS 106	Math for General Education		3	
PE	Physical Education		2	
PY 201	General Psychology		3	
SP 102	Public Speaking		3	
SP 203	Oral Interpretation		3	
SP 202	Acting		3	
SS 101	Social Institutions		3	
SS 102**	Political Institutions		3	

*HH 230 may be substituted

**PL 201 or HY 201 may be substituted for SS 102

34

COURSE DESCRIPTIONS

EH 101 FRESHMAN COMMUNICATIONS

Sections 1 – 49

This is primarily a skills course which aims to develop proficiency in all aspects of communications, but strongly emphasizes writing and reading. An understanding of how language is actually used is necessary as a basis for any real understanding of the problems encountered in effective communication. The important skills of listening, speaking, reading, and writing can then be dealt with in detail, with the main concern being with factual matters. 3-0-3*

Sections 50 – 59 (Offered in Basic Studies)

Reading Emphasis: The content of this course is essentially the same as EH 101, Sections 1-49, except this course is an emphasis section designed specifically to provide assistance in reading for those students whose scores on the reading placement test indicate a need for special help. A reading laboratory equipped with rateometers, films, and other aids provides intensive instruction and practice in improving reading speed and comprehension. Students passing this course go into regular EH 102. 3-2-3*

Sections 60 – 69 (Offered in Basic Studies)

Writing Emphasis: The course is essentially the same as EH 101, Sections 1-49 except this course is an emphasis section designed specifically to provide assistance in writing for those students whose scores on the writing placement test indicate a need for special help. Students passing this course go into regular EH 102. 3-2-3*

Sections 70 - 79 (Offered in Basic Studies)

Reading and Writing Emphasis: Essentially this course is the same as EH 101, Sections 1-49, except that it provides an emphasis section designed specifically to provide assistance in writing and reading for those students whose scores on both the reading and writing placement tests indicate a need for special help. Students passing this course go into the regular EH 102. 3-2-3*

Sections 80 - 89

Advanced Freshman Communications: The aims of this course are basically the same as those of EH 101, Sections 1-49, except that emphasis is given to the study, technique, and practice of creative expression. Students who score in the upper 15 percentile on the reading and writing placement tests are enrolled in these advanced sections. 3-0-3*

EH 102 FRESHMAN COMMUNICATIONS Sections 1 – 49

(Prerequisite: EH 101 Freshman Communications or equivalent). This course consists of three units which introduce the students to the role of language in thought and action: (1) Language and Thought (2) Persuasion (argument and logic) and (3) Mass Media of Communication. The concern here is with the development of student ability to read critically and to write effectively. 3-0-3*

Research paper techniques are taught in both EH 101 and EH 102.

Sections 50 - 79 (Offered in Basic Studies)

(Prerequisites: EH 101, sections 50-79) This course is a continuation of EH 101, sections 50-79, and is basically the same as other sections of EH 102, except that it provides emphasis for those students who need continuing special help in writing and reading. 3-0-3*

Sections 80 - 89 (Advanced course for EH 102)

(Prerequisites: EH 101, Sections 86-89, Advanced Freshman Communications or equivalent). This course is a continuation of EH 101, Sections 86-89, and is basically the same as other sections of EH 102, except that emphasis is given to creative expression. 3-0-3*

* Lecture—Lab—Credit Hours

EH 110 TECHNICAL WRITING

(Prerequisite: EH 101 or equivalent). Technical writing offers critical work in preparation of manuals, reports, and professional memoranda. It is designed for those who need to write out processes and instructions. Practical examples, such as handbooks and letters from functioning businesses, help students develop skill in being explicit. 3-0-3*

EH 201 ENGLISH LITERATURE TO 1660

(Prerequisite: EH 102 Freshman Communications or equivalent). This course is a study of significant writings produced in the British Isles from the time of the Anglo-Saxons to 1660. 3-0-3*

EH 202 ENGLISH LITERATURE AFTER 1660

(Prerequisite: EH 102 Freshman Communications or equivalent). This course is a study of significant writings produced in the British Isles from 1660 to the present. 3-0-3*

EH 203 WORLD LITERATURE TO 1600

(Prerequisite: EH 102 Freshman Communications or equivalent). A study of selected works of the ancient, medieval, and renaissance worlds. 3-0-3*

EH 204 WORLD LITERATURE AFTER 1600

(Prerequisite: EH 102 Freshman Communications or equivalent). This course is a study of selected world masterpieces from approximately 1600 to the present day. 3-0-3*

EH 205 AMERICAN LITERATURE TO 1865

(Prerequisite: EH 102 Freshman Communications or equivalent). The course is a study of the development of our national literature from colonial times to the end of the Civil War. 3-0-3*

EH 206 AMERICAN LITERATURE AFTER 1865

(Prerequisite: EH 102 Freshman Communications or equivalent). The study of the rise of modern American literature is provided in this course. Current literary trends and contemporary American writers are stressed. 3-0-3*

EH 210 ADVANCED COMPOSITION

(Prerequisite: EH 102 or equivalent or permission of Department Chairman). This is a course in writing which emphasizes style and styles of writing. The work includes analysis of a wide range of literary types and concrete instruction in effective devices. The writing assignments are structured to help the student control and develop his own style. To that end he writes upon assignment both original and imitative pieces. 3-0-3*

JOURNALISM

JM 101 BASIC WRITING FOR MASS COMMUNICATIONS

This is a course in the fundamentals of news evaluation, news gathering, and news writing. Basic instruction in lead writing, organizing of stories, avoiding libel, and ethics in reporting and writing are stressed. Required for journalism majors. 3-0-3*

JM 102 SURVEY OF COMMUNICATIONS

This course surveys the development of communications media including a study of present problems facing the press. Special emphasis is placed on newspapers, radio, and television, their requirements and opportunities, and their responsibilities to the public. Required for journalism majors. 3-0-3*

JM 201 REPORTING AND WRITING TECHNIQUES

(Prerequisite: JM 101 and 102 or equivalent or permission of Department Chairman). This course places special emphasis on techniques of writing specific types of articles, including news, features, sports, and editorials. 3-0-3*

* Lecture—Lab—Credit Hours

LOGIC

LC 101 THE ART OF THINKING

The principal objects of this course are to help the student think with more accuracy, clarity, and completeness, and to help him apply his knowledge in analyzing the thinking of others as expressed in speech and print. 3-0-3*

SPEECH

SP 101 FUNDAMENTALS OF SPEECH

This course aims to train the student in the basic principles and techniques involved in effective speaking. The student develops poise and confidence through constant practice in presenting various speech materials via many speech experiences. The emphasis also lies on individual development and improvement. 3-0-3*

SP 102 PUBLIC SPEAKING

(Prerequisite: SP 101 or equivalent or permission of the Department Chairman). This course is designed primarily for those interested in a more serious and intensive study of public speaking. It aims to review briefly the principles of speech preparation, organization, and delivery and to afford, in the main, extensive practice in the more specialized types of speech experiences most common to those who frequently are called upon to give speeches in public. 3-0-3*

SP 103 INTRODUCTION TO THE THEATER

This course presents a general approach to the organization to the theater especially designed to develop the student's knowledge and appreciation of the theatre arts through an historic and contemporary study of the drama. 3-0-3*

SP 104 TECHNIQUES OF DRAMATIC ART

This course is a study of the theater showing the relationships of the various elements in the production of a play. It stresses both the aesthetic and practical place and function of the playwright, director, designer, technician and actor. 3-0-3*

SP 105 FUNDAMENTALS OF STAGECRAFT

This course presents lectures and practical laboratory experience in the construction, painting and handling of scenery; costume construction; makeup; and the making of properties. It stresses individual and group participation in the complete production of plays with special emphasis on the duties of the technical worker in today's theater. 3-0-3*

SP 106 ADVANCED STAGECRAFT

This course is a continuation of SP 105 with special emphasis on set design and lighting techniques. The student studies the principles of designing and executing model sets and sets for production along with the principles of stage lighting as it affects painted scenery stage make-up, costume colors and materials and as it contributes to the overall effect of a production. 3-0-3*

SP 202 ACTING

(Prerequisite: SP 104 or special permission of Department Chairman). A study of the fundamental principles and techniques of acting. Training in pantomime, stage movement, characterization, and motivation is given. Students will present scenes from plays as classroom exercises. 3-0-3*

SP 203 ORAL INTERPRETATION

This course emphasizes the basic principles of Oral Interpretation as applied to the interpretation of prose, drama and poetry. Primarily it strives to teach the art of communicating to an audience works of literary art in their intellectual, emotional and aesthetic entirety. Using classical and contemporary literature, students learn how to select, evaluate, analyze, prepare and present material. Reader's Theatre as well as individual interpretation is studied. Recitals to which other students and guests may be invited are an important part of this course. 3-0-3*

*Lecture—Lab—Credit Hours



Foreign Languages

FACULTY: Butterfield (Chairman), Bloodworth, Jones, Perez

MAJORS: Foreign Languages, Foreign Language Teacher.

Foreign Language is a basic requirement for students preparing for careers in: Business Careers abroad, Consular or Diplomatic Service, Importing and Exporting Business, Scientific Research, Specialists in Travel—Tour Conductors—Travel Agents.

COURSE PREFIXES: FH, GN, SH

PROGRAMS:

Occupational aims of students in the Foreign Language Department are so varied that the faculty has found it advisable to arrange individual programs for each student instead of building a standard curriculum. Students expecting to complete a baccalaureate degree at a four-year college or university should study the Associate in Arts requirements on page 60, and the requirements of the college where they intend to continue their education.

EVALUATING PREVIOUS STUDY:

The general evaluation of high school or preparatory school foreign language study runs at a ratio of 2:1. For example, two years of Spanish in high school will be considered the equivalent of one year in college. A student who has had 3 years of high school Spanish would be considered to have had the equivalent of 1 1/2 years of college Spanish.

However, to satisfy the requirements for graduation from Palm Beach Junior College, a student may register for any language course regardless of how many years of foreign language he has studied in high school. However, for evaluation and accreditation of his language credits upon entering the university, he will be requested to compensate in some field for every hour of language credit he has repeated or duplicated at Palm Beach Junior College. These compensated credits must be obtained at Palm Beach Junior College or at the university.

COURSE DESCRIPTIONS

FRENCH

FH 101 ELEMENTARY FRENCH

A basic knowledge of French grammar and composition, reasonable pronunciation, and familiarity with the life and culture of native speakers of the language is provided in this course. Each student is required to spend one hour per week listening to laboratory language recordings in the Audio-Lingual Department of the Library Learning Resources Center. 3-1-3*

FH 102 ELEMENTARY FRENCH

(Prerequisite: FH 101 Elementary French or equivalent). This course is a continuation of FH 101. It continues the study of basic grammar, composition, and pronunciation. Each student is required to spend one hour per week listening to laboratory language recordings in the Audio-Lingual Department of the Library Learning Resources Center. 3-1-3*

FH 201 INTERMEDIATE FRENCH

(Prerequisite: FH 102 Elementary French or equivalent). This course presents a rapid grammar review followed by translation of contemporary French stories and an introduction to French civilization. Vocabulary building is emphasized along with practice in written exercises and conversation. The language laboratory is optional for intermediate students. 3-0-3*

FH 202 INTERMEDIATE FRENCH

(Prerequisite: FH 201 Intermediate French or equivalent). This is a continuation of FH 201 and places emphasis upon the translation of French stories, written themes, and conversation. Discussions and exercises on the French nation and its culture are also given special importance. The language laboratory is optional for students. 3-0-3*

FH 213 CONVERSATIONAL FRENCH**

(Prerequisite: FH 102 Elementary French or equivalent). Emphasis in this course is on oral application of the French language through conversations, discussions, and oral themes. Students are given intensive oral laboratory practice. This course may be taken independently or concurrently with FH 201. 2-0-2*

FH 214 CONVERSATIONAL FRENCH**

(Prerequisite: FH 102 Elementary French or equivalent). The course is a continuation of FH 213. Intensive oral laboratory practice is given. This course may be taken independently or concurrently with FH 202. 2-0-2*

**Not offered in Spring Term

GERMAN**

GN 101 ELEMENTARY GERMAN

A basic knowledge of German grammar and composition, drill in pronunciation, simple reading and translation, and familiarity with the life and culture of native speakers of the language are provided in this course. 3-1-3*

GN 102 ELEMENTARY GERMAN

(Prerequisite: GN 101 or equivalent). This course continues the study of German grammar and composition, drill and pronunciation, reading and translation. 3-1-3*

GN 201 INTERMEDIATE GERMAN

(Prerequisite: GN 102 Elementary German or equivalent). This course presents intensive and extensive reading in texts in German, presenting the history, legends, folklore, poetry, and literary selections from the greatest German writers. 3-0-3*

GN 202 INTERMEDIATE GERMAN

(Prerequisite: GN 201 Intermediate German or equivalent). This course is a continuation of GN 201 and gives more extensive drill and practice in the techniques of German reading (with and without translation). 3-0-3*

SPANISH

SH 101 ELEMENTARY SPANISH

A basic knowledge of Spanish grammar and composition, reasonable pronunciation, and familiarity with the life and culture of native speakers of the language is provided in this course. Each student is required to spend one hour per week listening to laboratory language recordings in the Audio-Lingual Department of the Library Learning Resources Center. 3-1-3*

SH 102 ELEMENTARY SPANISH

(Prerequisite: SH 101 Elementary Spanish or equivalent). The course is a continuation of SH 101. The objectives are to continue the study of basic grammar, composition and pronunciation. Course materials contain information about the life and culture of native speakers of the language. Each student is required to spend one hour per week listening to laboratory language recordings in the Audio-Lingual Department of the Library Learning Resources Center. 3-1-3*

SH 201 INTERMEDIATE SPANISH

(Prerequisite: SH 102 Elementary Spanish or equivalent). Objectives of this course are an enlarged comprehension of grammar and composition, continued attention to pronunciation, and further study of the life and culture of native speakers of the language through reading and discussions of selected literary works. The language laboratory is optional. 3-0-3*

SH 202 INTERMEDIATE SPANISH

(Prerequisite: SH 201 Intermediate Spanish or equivalent). The course is a continuation of SH 201. The objectives are to further the study of advanced grammar and composition and to enhance the appreciation of the life and culture of native speakers of the language. The language laboratory is optional. 3-0-3*

SH 213 CONVERSATIONAL SPANISH**

(Prerequisite: SH 102 Elementary Spanish or equivalent). Emphasis in this course is on oral application of the Spanish language through conversations, discussions and oral themes. Students are given intensive oral laboratory practice. This course may be taken independently or concurrently with SH 201. 2-0-2*

SH 214 CONVERSATIONAL SPANISH**

(Prerequisite: SH 102 Elementary Spanish or equivalent). This course is a continuation of SH 213. Intensive oral laboratory practice is given. It may be taken independently or concurrently with SH 202. 2-0-2*

**Not offered in Spring Term

*Lecture-Lab-Credit Hours



Health, Physical Education and Recreation

FACULTY: Erling (Chairman), Bell, Blanton, Daugherty, Edgerton, Knowles, McGirt, Quisenberry, Reynolds, Seemayer, Tanner

MAJORS: Health Education, Occupational Therapy, Physical Education, Physical Therapy, Recreation, Recreation Leadership.

COURSE PREFIXES: HH, PE, RC

PROGRAMS:

HEALTH EDUCATION (A.A.)

		FRESHMAN YEAR		
COURSE	TITLE	SEMESTER	HOURS	CREDIT
AT 110	History & Appreciation of Art		3	
or				
MC 110	Music Appreciation	(3)	4	
BY 100-105	Principles of Biology; Lab		4	
BY 102-104	General Zoology; Lab		6	
EH 101-102	Freshman Communications		3	
HH 230	Life Science and Health		3	
MS 111	College Algebra		2	
PE	Physical Education		6	
SS 101-102*	Social Inst., Political Inst.			
				31

SOPHOMORE YEAR

CY 101	General College Chemistry	4
EH	Literature	6
HE 101	Elements of Nutrition	3
HH 103	First Aid	1
LC 101	Art of Thinking	3
MS 121	College Trigonometry	3
PE	Physical Education	2
PY 201-202	Gen. Psych.; Personality Dev.	6
SP 101	Fundamentals of Speech	3
Electives		3

34

OCCUPATIONAL THERAPY (A.A.)

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDIT
AT 112	Arts & Crafts		3	
AT 110 or	History & Appreciation of Art		3	
MC 110	Music Appreciation	(3)		
BY 100-105	Principles of Biology; Lab		4	
BY 102-104	General Zoology; Lab		4	
EH 101-102	Freshman Communications		6	
HH 101	Perspectives on Healthful Living		2	
MS 106	Math. for Gen. Education		3	
PE	Physical Education		2	
SS 101-102*	Social Inst.; Political Inst.		6	

33

SOPHOMORE YEAR

AT 101	Design I	3
AT 105	Ceramics I	2
EH	Literature	6
HH 103	First Aid	1
PE	Physical Education	2
PS 101-102	Physical Science	7
PY 201-202	Psychology; Personality Development	6
SP 101	Fundamentals of Speech	3
Electives		3

PHYSICAL EDUCATION (A.A.)

33

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDIT
AT 110	History & Appreciation of Art		3	
or				
MC 110	Music Appreciation	(3)		
BY 100-105	Principles of Biology; Lab		4	
BY 102-104	General Zoology; Lab		4	
EH 101-102	Freshman Communications		6	
HH 103	First Aid		1	
HH 230	Life Science and Health		3	
PE	Physical Education		2	
PE 230	Introduction to Physical Education		2	
SS 101-102*	Social Inst.; Political Inst.		6	

* PL 201 or HY 201 may be substituted for SS 102.

32

SOPHOMORE YEAR

AT 112	Arts & Crafts	3
EH	Literature	6
HH 104	First Aid Instructor	1
MS 106	Mathematics for General Education	3
PE	Physical Education	2
PY 201-203	General Psychology; Child Growth & Dev.	6
SP 101	Fundamentals of Speech	3
Electives		9

33

PHYSICAL THERAPY (A.A.)

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDIT
AT 110	History & Appreciation of Art		3	
or				
MC 110	Music Appreciation	(3)		
CY 101-102	General College Chemistry		8	
EH 101-102	Freshman Communications		6	
HH 101	Perspectives on Healthful Living		2	
LC 101	Art of Thinking		3	
MS 111	College Algebra		3	
PE	Physical Education		2	
SS 101-102*	Social Inst.; Political Inst.		6	
			<hr/>	33

SOPHOMORE YEAR

BY 100-105	Principles of Biology; Lab	4
BY 102-104	General Zoology; Lab	4
EH	Literature	6
PE	Physical Education	2
PH 201-202	General Physics	8
PY 201-202	General Psychology; Personality Development	6
HH 103	First Aid	1
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		31

RECREATION (A.A.)

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDIT
AT 110	History & Appreciation of Art		3	
BY 100-105	Principles of Biology; Lab		4	
BY 102-104	General Zoology; Lab		4	
EH 101-102	Freshman Communications		6	
HH 101	Perspectives on Healthful Living		2	
HH 103	First Aid		1	
PE 101-203	Team Activities-Men; Recreational Games	(2)		
or				
PE 102-203	Volleyball & Basketball-Women; Rec. Games	(2)		
RC 101	Introduction to Recreation		3	
SS 101-102*	Social Inst.; Political Inst.		6	
Electives**			2	
			<hr/>	33

SOPHOMORE YEAR

AT 105	Ceramics I	2
AT 112	Arts & Crafts	3
EH	Literature	6
MC 103	Fundamentals of Music	3
MS 106	Math for General Education	3
PE 211-213	Folk & Sq. Dancing; Tennis	2
SP 101	Fundamentals of Speech	3
Electives**		9
		<hr/>
		31

*PL 201 or HY 201 may be substituted for SS 102

**Suggested Electives: AT 106 Ceramics II 2
 AT 108 Basic Photography 2
 SP 105 Fundamentals of Stagecraft 3

RECREATION LEADERSHIP (A.S.)

The purpose of this program is to prepare trained personnel to conduct recreational programs under the leadership of professional recreators. This program meets the needs of those presently employed as recreational leaders who desire to improve their competency. The one-year certificated program is for Recreational Assistants. Upon completion of the two-year program, a student may graduate with an Associate in Science Degree in Recreational Leadership.

FRESHMAN YEAR					
COURSE	TITLE	SEMESTER	HOURS	CREDIT	
AT 112	Arts & Crafts		3		
EH 101-102	Freshman Communications		3		3
HH 103	First Aid		1		
MC 103	Fundamentals of Music				3
PE 101-105	Team Activities for Men; Volleyball, Men		2		
or					
PE 102-112	Volleyball & Basketball for Women; Soccer and Softball for Women	(2)			
PE 203	Recreational Games				1
PE 211	Folk and Square Dancing				1
RC 101	Introduction to Recreation		3		
RC 102	Playground Activities		2		
RC 110	Sports Officiating				1
RC 111	Social Recreation				3
RC 112	Recreational Field Study				2
RC 113	Organizing & Planning Rec. Activities				3
SP 105	Fundamentals of Stage Craft		3		
			<hr/>	<hr/>	
			17		17

Note: Completion of the Freshman Year Program earns the student a certificate as a Recreation Assistant.

SOPHOMORE

AT 105	Ceramics I		2		
BE 101*	Office Practice				3
HH 101	Perspectives on Healthful Living		2		
LT 104	Non-Book Materials				3
PE 103 or 104	Badminton for Men or Women	(1)	1		
PE 201	Archery		1		
PE 205, 206, or 207	Swimming				1
PE 213	Tennis				1
PL 201-202	American Nat'l Gov't.; Am. State & Local Gov.		3		3
RC 201	Playgrounds & Equipment				1
RC 212-213	Recreational Field Study		2		2
RC 215	Introduction to Outdoor Recreation		3		
SP 101	Fundamentals of Speech				3
Electives			3		
			<hr/>	<hr/>	
			17		17

*Prerequisite: BE 105 or qualifying typing score

COURSE DESCRIPTIONS

HH 101 PERSPECTIVES ON HEALTHFUL LIVING

This course provides students with a comprehension of scientific knowledge that applies to the application and promotion of good health status for himself and society. Current health findings are used to establish an awareness of various health problems in order to understand ourselves biologically, emotionally, and socially. Special emphasis is placed upon the removal of ecologic hazards, developing a healthy personality, improving organic efficiency, and preparation for effective family living. 2-0-2*

HH 103 FIRST AID

This course offers a review of the theories, practices, and skills that meet certification requirement for both the standard and advanced American Red Cross First Aid. Satisfactory completion qualifies the student for the Instructors' course. 0-2-1*

HH 104 FIRST AID INSTRUCTORS' COURSE

(Prerequisite: HH 103 or permission of the Department Chairman.) This course provides an introduction to the fundamental principles of first aid. It includes history, aims, objectives, methods, and skills. Successful completion certifies the student to become an American National Red Cross First Aid Instructor. 0-2-1*

HH 230 LIFE SCIENCE AND HEALTH

This course is designed to provide basic health knowledge for individuals who are interested in teaching health to children, youth, and young adults. The content will analyze current findings from medicine and health science which influence the total health status for man and society. The development of values, attitudes and practices will be stressed in view of controversial health issues in our social milieu with an aim to aid man's adaptation to life style situations. 3-0-3*

PE 101 TEAM ACTIVITIES FOR MEN

Provision is made in this course for a general review of a variety of team activities. Skills, strategy, and application of the rules of soccer, speedball and gatorball will be included with flag-football and softball reviewed when in season. 0-2-1*

PE 102 VOLLEYBALL AND BASKETBALL FOR WOMEN

This course covers the skills, rules, and strategy for volleyball and basketball. Opportunity will be given for game practice and officiating. 0-2-1*

PE 103 BADMINTON FOR MEN

This course offers instruction in basic skills and fundamentals with practice in singles and doubles play. 0-2-1*

PE 104 BADMINTON FOR WOMEN

Included in this course are skills, strategy, and application of rules for badminton. 0-2-1*

PE 105 VOLLEYBALL FOR MEN

This course introduces the student to the various skills and fundamental techniques of volleyball. 0-2-1*

PE 107 GYMNASTICS FOR MEN

This course is designed to develop elementary skill and acquire safety procedures. Opportunity is provided for learning basic skills on the various types of gymnastics apparatus. 0-2-1*

PE 108 RECREATIONAL LEADERSHIP FOR WOMEN

This course includes the theory and practice in team and individual activities with respect to skills, strategy, application of rules, officiating methods, match and tournament organization. 0-2-1*

PE 109 WRESTLING FOR MEN

This course introduces the student to the various rules, skills and fundamental techniques of wrestling. 0-2-1*

PE 110 GYMNASTICS FOR WOMEN

This course is designed to develop elementary skills and acquire safety procedures. Opportunity is provided for learning basic skills in tumbling, free exercise, balance beam, parallel bars, and trampoline. 0-2-1*

PE 111 STUNTS AND TUMBLING FOR MEN

This course is designed to develop elementary skill and acquire safety procedures. Opportunity is provided for learning basic skills in individual and dual stunts, tumbling, and pyramid building. 0-2-1*

PE 112 SOCCER AND SOFTBALL FOR WOMEN

This course includes skills, strategy, and application of rules for soccer and softball with opportunity given for development of officiating techniques. 0-2-1*

PE 113 BASKETBALL FOR MEN

This course offers a review of the basic skills of basketball and the interpretation and application of the rules. Provisions are made for the study of basic offenses and defenses and their usage. 0-2-1*

PE 201 ARCHERY (CO-ED)

This course is designed to provide the student with basic skills, techniques and knowledge in archery. 0-2-1*

*Lecture-Lab-Credit Hours

PE 203 RECREATIONAL GAMES (CO-ED)

This course offers activities of a recreational nature with emphasis on participation in table tennis, paddle tennis, deck tennis and other activities subject to staff approval. 0-2-1*

PE 204 BOWLING (CO-ED)

This course is designed to develop performance and skills in bowling. 0-2-1* \$18.75

PE 205 BEGINNING SWIMMING (CO-ED)

This course is designed to equip the individual with a basic water safety skills and knowledge in order to make him reasonably safe in or about the water. 0-2-1* \$10.50

PE 206 INTERMEDIATE SWIMMING AND DIVING (CO-ED)

This course is designed to provide the student with the opportunity to learn the elements of good swimming, diving, and water safety skills beyond the beginner and advanced beginner level. 0-2-1* \$10.50

PE 207 SENIOR LIFESAVING (CO-ED)

This course is a combination of skills and knowledge with a positive attitude toward water safety. Successful completion qualifies the student for the American Red Cross Senior Lifesaving Certificate. 0-2-1* \$10.50

PE 208 FUNDAMENTALS OF INTERPRETIVE MOVEMENT (CO-ED)

Included in this course are theory and practice of basic body conditioning exercises, fundamentals of movement and its relationship to rhythm, design, and dynamics. 0-2-1*

PE 209 ADVANCED INTERPRETIVE MOVEMENT (CO-ED)

This course is designed to give the student further opportunity to pursue the study and application of rhythmic movement through combining acquired skills and knowledge. 0-2-1*

PE 210 WATER SKIING (CO-ED)

This course is designed to develop elementary performance and skills in water skiing. 0-2-1* \$25.00

*Lecture-Lab-Credit Hours

PE 211 FOLK AND SQUARE DANCING (CO-ED)

This course includes the study, practice, and application of basic skills in the square dance and other folk dances of America and other countries. 0-2-1*

PE 212 GOLF (CO-ED)

This class is designed to offer instruction in the fundamental skills and the application of the rules for golf. 0-2-1*

PE 213 TENNIS (CO-ED)

This course is designed to provide the student with basic skills, techniques, fundamentals, strategy, and application of rules in tennis. (Students furnish own racquets) 0-2-1*

PE 230 INTRODUCTION TO PHYSICAL EDUCATION

(Prerequisite: Open only to declared PE majors and minors). This course is an introduction to physical education and related areas including history, program, training and professional opportunities. 3-0-3*

PE 231 CREATIVE ACTIVITIES FOR PRE-SCHOOL AND PRIMARY CHILDREN

Included in this course are the exploration, study and application of such creative activities as storytelling, pantomime, interpretive dance, verse choir, creative dramatics and rhythmic games for use with pre-school and primary children. Designed and offered as an in-service course for recency of credit or extension of certificate. 3-0-3*

PE 232 SURVEY OF DANCE

This course includes history, practice, and application of basic dance forms and traditional dance skill, including ballet, creative dance, folk and square dance. 3-0-3*

RC 101 INTRODUCTION TO RECREATION

This course is an introduction to the broad field of recreation. It includes history, current recreational trends, and employment opportunities. 3-0-3*

RC 102 PLAYGROUND ACTIVITIES

Included in this course are the knowledge and practice necessary for conducting playground activities, including games of low organizations, and those of a recreational nature. 1-2-2*

RC 110 SPORTS OFFICIATING

This course gives the student an opportunity to develop skill in officiating techniques for a wide range of sports activities for both men and women. 0-2-1*

RC 111 SOCIAL RECREATION

Methods, materials, and techniques of planning and conducting social recreation programs. 2-2-3*

RC 112, 212, 213 RECREATIONAL FIELD STUDY

(Prerequisite: RC 101; Pre or Co-requisite: 113.) Students are provided an opportunity to gain experience by working in a variety of organized recreation programs. Supervision of the student is provided through seminars, conferences, and field visitations. 0-4-2*

RC 113 ORGANIZING AND PLANNING RECREATIONAL ACTIVITIES

This course includes organizing, planning, and conducting indoor and outdoor programs in recreation. Areas presented will include techniques of leadership, organizing and conducting tournaments, group organization, criteria for selecting playground leaders, and policies and procedures for organizations of recreation programs. 3-0-3*

RC 201 MAINTENANCE OF PLAYGROUND AND EQUIPMENT

This course includes actual practice in care and repair of equipment and maintenance of facilities. 0-2-1*

RC 215 INTRODUCTION TO OUTDOOR RECREATION

Included in this course are campcraft skills, nature and woods lore, firearm safety, conservation practices, and safety in the out of doors. 3-0-3*

* Lecture-Lab-Credit Hours



Library

FACULTY: Douglass (Chairman), Brown, Dooley, Foster, Gaddis, Howard, Roberts, Thomas, Wade

MAJORS: Librarian (University Parallel), Library Technology (Tech)

COURSE PREFIXES: LT

PROGRAMS:

LIBRARY TECHNOLOGY (A.S.)

The Library Technology program is designed to prepare students for responsible clerical and statistical positions in libraries. The curriculum will provide the student with the essential mechanical functions of librarianship such as workroom and circulation procedures and information services.

FRESHMAN YEAR					
COURSE	TITLE	SEMESTER	HOURS	CREDIT	
AT 110	History and App. of Art		3		
BE 105*	Typewriting		2		
EH 101-102	Freshman Communications		6		
LT 101-102	Lib. Workroom Procedures; Gen. Lib.Procedures		6		
LT 103	Children's Literature		3		
MC 110	Music Appreciation		3		
PE	Physical Education		2		
PS 101	Survey of Physical Science		3		
SS 101-102	Social Inst.; Political Inst.		6		
					34

* Students must pass the qualifying typewriting test or pursue BE 105.

SOPHOMORE YEAR

BE 101	Office Practice	3
EH 201-202	Eng. Lit. to 1800; after 1800	6
EH 205	American Lit. to 1865	3
HY 101-102	Anc. & Med. Civilization; Modern Civilization	6
LT 104-105	Non-book Materials; Library Practicum	6
PE	Physical Education	2
PY 201	General Psychology	3
Electives*		3
		32

* Suggested electives:

1. Students contemplating business or technical library work should take BA 100.
2. Students contemplating medical library work should make the following substitutions:
BY 100-105 for HY 101-102
HH 101 for AT 110 and take NG 255

LIBRARIAN (A.A.)

Students interested in a career as a Librarian, and transfer to a four-year college or university, will complete Associate in Arts programs arranged in consultation with members of the staff.

COURSE DESCRIPTIONS:

LT 101 LIBRARY WORKROOM PROCEDURES

This course introduces the student to the technical processes involved in ordering and preparing books for use in various types of libraries. 3-0-3*

LT 102 GENERAL LIBRARY PROCEDURES

This course trains the student in circulation procedures; reserve book preparation and handling; library statistics; and the fundamentals of information service. 3-0-3*

LT 103 CHILDREN'S LITERATURE

This course relates children's needs and interests to appropriate book materials for their fulfillment. Sources and uses of materials are stressed. 3-0-3*

LT 104 NON-BOOK MATERIALS

The technologist is introduced to the use and care of a variety of audio-visual aids, acquires a basic knowledge of graphics, and learns essential record-keeping procedures. 3-0-3*

LT 105 LIBRARY PRACTICUM

The essential tools of basic information service are studied in this course. The student is introduced to a variety of reference sources and learns to correlate them. 3-0-3*

*Lecture—Lab—Credit Hours

Mathematics

FACULTY: Wing (Chairman), Alber, Barton, Bullock, Evans, Foley, Hendrix, Hitchcock, Saile, Schild, Shaw, Sweet, Travis, Whatley, Yount

MAJORS: Mathematician, Mathematics Teacher

COURSE PREFIXES: MS

PROGRAMS:

MATHEMATICIAN (A.A.)

FRESHMAN YEAR				
COURSE	TITLE	SEMESTER	HOURS	CREDIT
EH 101-102	Freshman Communications		6	
GN 101-102*	Elementary German		6	
MS 204-205	Analytic Geometry and Calculus I,II		8	
EG 110	Engineering Problems		1	
PH 205	Physics with Calculus I		4	
SS 101-102**	Social Inst.; Political Inst.		6	
PE	Physical Education		2	
			<hr/>	33

SOPHOMORE YEAR				
EH	Literature		3	
GN 201-202*	Intermediate German		6	
MS 206	Analytic Geometry and Calculus III		4	
MS 207	Differential Equations		3	
MS 209	Elementary Linear Algebra		3	
MS 210	Mathematical Programming		2	
PH 206	Physics with Calculus II		4	
HH 101**	Perspectives on Healthful Living		2	
AT 110	History & Appreciation of Art		3	
or				
MC 110	Music Appreciation	(3)		
PE	Physical Education		2	
			<hr/>	32

MATHEMATICS TEACHER (A.A.)

FRESHMAN YEAR				
COURSE	TITLE	SEMESTER	HOURS	CREDIT
EH 101-102	Freshman Communications		6	
MS 204-205	Analytic Geometry and Calculus I,II		8	
EG 110	Engineering Problems		1	
PH 205	Physics with Calculus		4	
SS 101-102**	Social Inst.; Political Inst.		6	
HH 101**	Perspectives on Healthful Living		2	
EN 101	Introduction to Education		3	
PE	Physical Education		2	
			<hr/>	32

* French may be elected instead of German

** PL 201 or HY 201 may be substituted for SS 102

*** HH 230 may be substituted

SOPHOMORE YEAR

EH	Literature	3
MS 206	Analytic Geometry and Calculus III	4
MS 207	Differential Equations	3
MS 209	Elementary Linear Algebra	3
MS 210	Mathematical Programming	2
PH 206	Physics with Calculus II	4
PY 201	General Psychology	3
AT 110	History & Appreciation of Art	5
or		
MC 110	Music Appreciation	(3)
PE	Physical Education	2
Electives		6
		<hr/> 32



COURSE DESCRIPTIONS:

MS 090 MATH LAB (Institutional Credit Only)

This Lab course is designed for students who test low on the placement test and whose background in Mathematics is very weak. Students work individually in the areas of arithmetic, algebra and modern math. Programmed instruction makes it possible for a student to progress at his own rate. 3—2—3*

The Math Lab is also open to students who are enrolled in regular college courses who wish to do review work, advanced work, or who need help in a particular area of mathematics.

MS 104 ELEMENTARY TECHNICAL MATHEMATICS

(Prerequisite: MS 090 or MS 110.) This course is offered to Technology majors who do not qualify for MS 111. Topics included are as follows: trigonometry of right angles, computations involving right-triangle trigonometry, solution of oblique triangles, graphs of trigonometric functions, the j-operator, inverse trigonometric functions, bi-nominal expansion and progressions, and selected topics in analytic geometry. 3—0—3*

* Lecture—Lab—Credit Hours

MS 106 MATHEMATICS FOR GENERAL EDUCATION

(Prerequisite: adequate score on placement test.) This course stresses the fundamental concepts and applications of mathematics. Topics include logical systems, arithmetic, number bases and groups, algebra, graphing, functions, exponents and algebraic techniques, and statistics. 3—0—3*

MS 110 INTERMEDIATE ALGEBRA

(Prerequisite: One year of high school algebra or its equivalent and adequate score on placement test.) This course is designed to prepare the student for MS 111, College Algebra. Topics included are properties of real numbers, simple equations and inequalities, exponents and radicals, introduction to quadratic equations, functions, graphs, variations, and systems of linear equations. 3—0—3*

MS 111 COLLEGE ALGEBRA

(Prerequisite: MS 110 or adequate score on placement test.) Included in this course are the properties of the real number system, polynomials, exponents, equations and inequalities, relations and functions, matrices and determinants, sequences and series and probability. 3—0—3*

MS 121 COLLEGE TRIGONOMETRY

(Prerequisite: MS 111 or adequate score on placement test). This is a study of the trigonometric functions of angles and of real numbers, multiple and half-angle formulas, trigonometric equations and identities, logarithmic solutions to right and oblique triangles, inverse trigonometric functions and complex numbers. 3—0—3*

MS 204 ANALYTIC GEOMETRY AND CALCULUS I

(Prerequisite: MS 121, or adequate score on placement tests). This is the first course of a three-term sequence which unifies plane and solid analytic geometry with the calculus. Topics included are differentiation and integration of algebraic, trigonometric, logarithmic, and exponential functions, vectors, plane analytic geometry and families of curves. 4—0—4*

MS 205 ANALYTIC GEOMETRY AND CALCULUS II

(Prerequisite: MS 204). This is the second course of the three-term sequence. Topics included are techniques of integration, basic theorems and concepts of calculus theory, applications, differentials, length of arc, line integrals, centroids, improper integrals and polar coordinates. 4—0—4*

MS 206 ANALYTIC GEOMETRY AND CALCULUS III

(Prerequisite: MS 205). This is the third course of the three-term sequence. Topics included are solid analytic geometry, partial differentiation, applications of integral calculus in three space, multiple integrals, infinite series and an introduction to differential equations. 4—0—4*

MS 207 DIFFERENTIAL EQUATIONS

(Prerequisite: MS 206). Topics included are ordinary differential equations with applications, the Laplace transform, differential operators, systems of equations, orthogonal trajectories, electric networks, and inverse transforms. 3—0—3*

MS 208 STATISTICS

(Prerequisite: MS 106 or higher.) This course considers statistics and probability from the standpoint of general application. Topics included are as follows: frequency distribution, measures of central tendency, measures of dispersion, binomial distribution, standardized normal distribution, hyper-geometric distribution, poisson distribution, the chi-square distribution, central limit theorem, statistical inference, hypothesis testing, confidence limits, correlation coefficient, regression, sample space, permutations, combinations, probability, and expectation. 3—0—3*

MS 209 ELEMENTARY LINEAR ALGEBRA

(Prerequisite: MS 205). A course designed to introduce the student to the notion of mathematical proof. Topics included are abstract systems, vector spaces, linear transformations, matrices, linear equations and determinants. 3—0—3*

MS 210 MATHEMATICAL PROGRAMMING

(Prerequisite: MS 204). This is a course in computer programming primarily for Engineering, Mathematics and Physics majors. Emphasis is on the algorithmic approach to scientific programming through the use of Fortran. 2—0—2*

* Lecture—Lab—Credit Hours



Music

FACULTY: Royce (Chairman), Adams, Albee, Butterworth, Estrada, Gross, Pryweller

MAJORS: Music (Tech), Music, Music Education

COURSE PREFIXES: MC

PROGRAMS:

MUSIC (A.S.)

This is a two-year technical program for students not planning to pursue a four-year college curriculum in music. It offers a basic program of studies designed to assist those engaged in teaching, performing, or conducting music.

The non-music electives in the program may be selected so as to benefit the student in his particular area of specialization, such as sacred music, commercial-popular music, or private teaching.

FRESHMAN YEAR				
COURSE	TITLE	SEMESTER	HOURS	CREDIT
EH 101-102 or 110 ..	Freshman Communications; Technical Writing		6	
MC 070	Seminar in Music		0	
MC 103	Music Fundamentals		3	
MC 110	Music Appreciation		3	
MC	Applied Music		6	
PE	Physical Education		2	
SS 101-102*	Social Inst.; Political Inst.		6	
SP 101 or SP 103 ...	Fundamentals of Speech or Intro. to Theatre .		3	
Electives			3	
			<hr/>	32
SOPHOMORE YEAR				
HH 101**	Perspectives on Healthful Living		2	
MC 070	Seminar in Music		0	
MC 101-102	Music Theory		6	
MC 191-192	Sight Singing		2	
MC	Applied Music		6	
MC 213	Conducting		2	
PE	Physical Education		2	
PY 201	General Psychology		3	
AT 110	History & Appreciation of Art or			
	a Literature course		3	
Electives			6	
			<hr/>	32

* PL 201 or HY 201 may be substituted for SS 102.

**HH 230 may be substituted

MUSIC, MUSIC EDUCATION (A.A.)

This course of study is for students in all areas of music specialization, including Applied Music, Music Composition, Music Education, Music History and Literature, Music Merchandising, Musicology, Music Theory, Music Therapy, and Sacred Music.

Composition and Music Education Majors should add MC 226, MC 227, MC 228, and MC 229. Music majors participate in at least one college music organization each semester.

MUSIC, MUSIC EDUCATION (A.A.)

This course of study is for students in all areas of music specialization, including Applied Music, Composition, Music Education, Music History and Literature, Music Merchandising, Music Theory, Music Therapy, and Sacred Music.

Composition and Music Education Majors should add MC 226, MC 227, MC 228, and MC 229, and Music Organization to the program listed below.

FRESHMAN YEAR				
COURSE	TITLE	SEMESTER	HOURS	CREDIT
MC 070	Seminar in Music		0	
BY 100-105	Principles of Biology; Lab		4	
EH 101-102	Freshman Communications		6	
MC 101-102	Music Theory		6	
MC	Applied Music		4	
MC 110	Music Appreciation		3	
MC 191-192	Sight Singing		2	
PE	Physical Education		2	
SS 101-102*	Social Inst.; Political Inst.		6	
			<hr/>	33

*PL 201 or HY 201 may be substituted for SS 102.

SOPHOMORE YEAR

EH	Literature	3
HH 101*	Perspectives on Healthful Living	2
MC 070	Seminar in Music	0
MC 201-202	Music Theory	6
MC 203-204	Keyboard Harmony	2
MC	Applied Music	4
MC 291-292	Sight Singing	2
MS 106	Mathematics for General Education	3
PE	Physical Education	2
PS 101	Physical Science	3
	General Education Electives	6
		<hr/>
		33

*HH 230 may be substituted

COURSE DESCRIPTIONS:

MC 101 MUSIC THEORY

(Co-requisite: MC 191). This course includes study of the melodic, harmonic and rhythmic elements of music through part writing, aural dictation and music analysis. The harmonic material is limited to the principal diatonic structures. This is a university parallel course for students majoring in music. 3-0-3*

MC 102 MUSIC THEORY (Prerequisite: MC 101 or equivalent. Co-requisite: MC 192, Sight Singing). This course is a continuation of MC 101, Music Theory, and includes the study of additional diatonic triads, non-harmonic tones, and diatonic seventh chords. 3-0-3*

MC 103 FUNDAMENTALS OF MUSIC

This is an introductory course in basic music skills for classroom teachers and those interested in music fundamentals. The course includes the study of notation, rhythm, singing, basic piano skills and conducting. 3-0-3*

*Lecture-Lab-Credit Hours

MC 105 CONCERT BAND

Any qualified student who enjoys the study and performance of standard concert band literature is eligible to enroll for credit or audit. Some band instruments are available for student use.† 0-3-1.*

MC 106 CONCERT BAND

This is a continuation of MC 105.† 0-3-1*

MC 107 COLLEGE SINGERS

Membership is open to all students who like to sing. Students participate in the study and performance of a varied repertory of choral music. Both accompanied and a cappella works are included. Students may enroll for credit or audit. †0-3-1*

MC 108 COLLEGE SINGERS

This is a continuation of MC 107.† 0-3-1*

MC 110 MUSIC APPRECIATION

This course is a survey of the historical periods of cultural development. It includes a study of music styles, forms, composers and their works. It is designed to provide the student with a basis for intelligent listening and to help him develop a more thorough understanding of music. Course offers credit in General Education. 3-0-3*

MC 115 HISTORY AND APPRECIATION OF MUSIC (Foreign Study)

This course is a survey of the historical periods of cultural development. It includes a study of music styles, forms, composers, and their works. It is designed to provide the student with a basis for intelligent listening and to help him to develop a more thorough understanding of music by hearing live performances and observing the musical and cultural life of foreign countries. Pre-flight seminars are given to make the travel a valid educational experience. Examinations and written reports are required based on observations and listening experiences witnessed abroad. This course may be substituted for MC 110. A special fee is charged. 3-0-3*

MC 120 APPLIED MUSIC

(One half-hour lesson a week.) Private instrumental instruction is available in the following instruments: Piano, Organ, Violin, Viola, Cello, String Bass, Flute, Clarinet, Saxophone, Oboe, Bassoon, Trumpet or Cornet, French Horn, Baritone or Euphonium, Trombone, Tuba and Percussion. 1-0-1*

MC 121 APPLIED MUSIC

(One half-hour lesson a week.) This is a continuation of MC 120. 1-0-1*

MC 122 APPLIED MUSIC

This is a continuation of MC 121. 1-0-1*

MC123 APPLIED MUSIC

(Two half-hour lessons a week.) See description MC 121. 2-0-2*

MC 124 APPLIED MUSIC

(Two half-hour lessons a week.) This is a continuation of MC 123. 2-0-2*

MC 130 APPLIED MUSIC-VOICE

(One half-hour lesson a week.) Prerequisite: MC 141 or equivalent.) Private instruction in voice. 1-0-1*

MC 131 APPLIED MUSIC-VOICE

(One half-hour lesson a week.) This is a continuation of MC 130. 1-0-1*

*Lecture-Lab-Credit Hours

†A maximum of 4 semester hours credit may be applied toward the Associate of Arts Degree. Credit received for participation may be in addition to normal academic load.

MC 132 APPLIED MUSIC—VOICE

(One half-hour lesson a week.) This is a continuation of MC 131. 1—0—1*

MC 133 APPLIED MUSIC—VOICE

(Two half-hour lessons a week. (Prerequisite: MC 141 or equivalent.) Private instruction in voice. 2—0—2*

MC 134 APPLIED MUSIC—VOICE

(Two half-hour lessons a week.) This is a continuation of MC 133. 2—0—2*

MC 141 VOICE CLASS

This course includes instruction in tone production, diction, music reading, and repertory. Each student is given opportunity for individual aid. 0—2—1*

MC 142 VOICE CLASS

(Prerequisite: MC 141 or equivalent.) This course is a continuation of MC 141. 0—2—1*

MC 151 PIANO CLASS

This course provides class lessons for beginning piano students. Instruction includes elementary technical exercises for developing keyboard facility and music reading. 0—2—1*

MC 152 PIANO CLASS

(Prerequisite: MC 151 or equivalent.) This course is a continuation of MC 151. 0—2—1*

MC 161 GUITAR CLASS

This course provides class lessons for beginning guitar students. Instruction includes elementary technical exercises, fundamental chords, chord progressions, playing folk music, simple accompaniments and music reading. 0—2—1*

MC 162 GUITAR CLASS

(Prerequisite: MC 161 or equivalent.) This course is a continuation of MC 161. 0—2—1*

MC 191 SIGHT SINGING

This course provides a practical approach to sight singing techniques, including pitch and rhythmic reading, with emphasis on diatonic materials. 0—2—1*

MC 192 SIGHT SINGING

(Prerequisite: MC 191 or equivalent). This course is a continuation of MC 191. 0—2—1*

MC 201 MUSIC THEORY

(Prerequisite: MC 102 or equivalent. Co-requisite: MC 291). This course is a continuation of MC 102, Music Theory, and includes the study of modulations to closely related keys, additional diatonic seventh chords, altered chords, and borrowed chords. 3—0—3*

MC 202 MUSIC THEORY

(Prerequisite: MC 201 or equivalent. Co-requisite: MC 292). This course is a continuation of MC 201, and includes the study of secondary dominants, other seventh chord and altered chord structures, chords of the ninth, eleventh, and thirteenth, and advanced modulations. The shorter music forms are studied through analysis and original composition. 3—0—3*

MC 203 KEYBOARD HARMONY

(Prerequisites: MC 102 and MC 122 or the equivalents). This course provides a practical application through the medium of the keyboard of the materials studied in Music Theory, with emphasis on realization of bass figurations, modulations, harmonization of melodies, transpositions, and improvisation. 0—2—1*

MC 204 KEYBOARD HARMONY

(Prerequisite: MC 203 or equivalent). This course is a continuation of MC 203. 0—2—1*

MC 205 CONCERT BAND

This course is a continuation of MC 105 and MC 106.† 0-3-1*

MC 206 CONCERT BAND

A continuation of MC 205.† 0-3-1*

MC 207 COLLEGE SINGERS

This is a continuation of MC 108.† 0-3-1*

MC 208 COLLEGE SINGERS

This is a continuation of MC 207.† 0-3-1*

MC 213 CONDUCTING

This is a course in the basic techniques of choral and instrumental conducting that is especially designed for the student in the two-year technical program in music. It is an introduction to conducting techniques, score reading and interpretation. 2-0-2*

MC 220 APPLIED MUSIC

(One half-hour lesson a week.) This is a continuation of MC 122. 1-0-1*

MC 221 APPLIED MUSIC

(One half-hour lesson a week.) This is a continuation of MC 220. 1-0-1*

MC 222 APPLIED MUSIC

(One half-hour lesson a week). This is a continuation of MC 221. 1-0-1*

MC 223 APPLIED MUSIC

(Two half-hour lessons a week). This is a continuation of MC 124. 2-0-2*

MC 224 APPLIED MUSIC

(Two half-hour lessons a week). This is a continuation of MC 223. 2-0-2*

MC 226 BRASS TECHNIQUES

This course provides basic class instruction in brass instruments. Music Education majors are required to have instruction in one of the following:

- A. Trumpet
- B. French Horn
- C. Trombone
- D. Tuba

0-2-1*

MC 227 WOODWIND TECHNIQUES

This course provides basic class instruction in woodwind instruments. Music Education majors are required to have instruction in one of the following:

- A. Clarinet
- B. Flute
- C. Saxophone

0-2-1*

MC 228 STRING TECHNIQUES

This course provides basic instruction in string instruments.

Music Education majors are required to have instruction in one of the following:

- A. Violin
- B. Viola
- C. Cello
- D. String Bass

0-2-1*

MC 229 PERCUSSION TECHNIQUES

This course provides class instruction in the basic percussion instruments and is required of Music Education majors. 0-2-1*

*Lecture-Lab-Credit Hours

† A maximum of 4 semester hours credit may be applied toward the Associate of Arts Degree.

Credit received for participation may be in addition to normal academic load.

MC 230 APPLIED MUSIC—VOICE

(One half-hour lesson a week.) This is a continuation of MC 132, Applied Music—Voice 1—0—1*

MC 231 APPLIED MUSIC—VOICE

(One half-hour lesson a week.) This is a continuation of MC 230, Applied Music—Voice. 1—0—1*

MC 232 APPLIED MUSIC—VOICE

(One half-hour lesson a week). This is a continuation of MC 231, Applied Music—Voice. 1—0—1*

MC 233 APPLIED MUSIC—VOICE

(Two half-hour lessons a week). This is a continuation of MC 134, Applied Music—Voice. 2—0—2*

MC 234 APPLIED MUSIC—VOICE

(Two half-hour lessons a week). This is a continuation of MC 233, Applied Music—Voice. 2—0—2*

MC 252 PIANO CLASS

(Prerequisite: MC 152 or equivalent). This course is a continuation of MC 152. 0—2—1*

MC 251 PIANO CLASS

(Prerequisite: MC 251 or equivalent). This course is a continuation of MC 251. 0—2—1*

MC 291 SIGHT SINGING

(Prerequisite: MC 192 or equivalent). This course provides a practical approach to sight singing techniques, including pitch and rhythmic reading, with emphasis on chromatic materials. 0—2—1*

MC 292 SIGHT SINGING

(Prerequisite: MC 291 or equivalent). This course is a continuation of MC 291. 0—2—1*

MC 070 SEMINAR IN MUSIC

Music majors meet together one hour a week to discuss and study pertinent music topics and to participate in student recitals. 1—0—0*

MC 071 STAGE BAND

This organization provides opportunities for the student to become acquainted with the techniques and styles of contemporary popular music and jazz. Members are selected by auditions. 0—2—0*

MC 072 STRING ENSEMBLE

This organization affords the student an opportunity to perform various chamber music media. 0—2—0*

MC 073 BRASS ENSEMBLE

This course involves the study and performance of literature for small combinations of brass instruments. It is open to all brass instrumentalists who meet the necessary degree of proficiency as determined by the instructor. Ensemble members must also be enrolled in Concert Band (exceptions to this requirement will be considered by the Music Department). 0—2—0*

MC 074 WOODWIND ENSEMBLE

This course involves the study and performance of literature for small combinations of woodwind instruments. It is open to all woodwind instrumentalists who meet the necessary degree of proficiency as determined by the instructor. Ensemble members must also be enrolled in Concert Band (exceptions to this requirement will be considered by the Music Department.) 0—2—0*

MC 075 PERCUSSION ENSEMBLE

This course involves the study and performance of literature for small combinations of percussion instruments. It is open to all percussion instrumentalists who meet the necessary degree of proficiency as determined by the instructor. Ensemble members must also be enrolled in Concert Band (exceptions to this requirement will be considered by the Music Department.) 0—2—0*

* Lecture—Lab—Credit Hours



Nursing

FACULTY: Morgan (Chairman), Cownden, Earnest, Erickson, Huneke, Mackenzie, McCary, Reinecke, Sullivan

MAJORS: Nursing, Pre-Nursing

COURSE PREFIXES: HC, NG

PROGRAMS:

NURSING (A.S.)

This course is approved by the Florida State Board of Nursing and graduates are eligible to take the examination for licensure to practice as Registered Nurses. The program leads to graduation with the Associate in Science Degree. Clinical experience is in local hospitals and other community agencies. Students are assigned to the clinical area and are responsible for providing their own transportation. Palm Beach Junior College reserves the right to drop from the Nursing Program any student who, in the opinion of the Chairman of the Nursing Department, does not perform satisfactorily in the clinical area. In addition to the records required by the Registrar, each applicant is required to furnish a copy of her birth certificate.

		FRESHMAN YEAR		
		SEMESTER	HOURS	CREDIT
COURSE	TITLE	Fall Term	Winter Term	Spring Term
BY 151-152	Anatomy & Physiology	3	3	
BY 156	Microbiology		3	
CY 100	Intro. to Chemistry	3		
EH 101-102 or 110	Freshman Communications ; Tech Writing	3	3	
HE 101	Elements of Nutrition	3		
NG 101	Fundamentals of Nursing	3		
NG 102-103	Medical & Surgical Nursing		3	5
PE	Physical Education	1	1	
PY 201	General Psychology		3	
		16	16	5

SOPHOMORE YEAR

NG 201	Medical & Surgical Nursing	7	
NG 202-203	Maternal & Child Care	3	7
NG 204*	Psychiatric Nursing	3	
or Elective**	Psychiatric Nursing	(3)	3
NG 205	Nursing Trends		2
PE	Physical Education	1	1
SS 101-102†	Social Inst.; Political Inst.	3	3
		<hr/>	<hr/>
		17	16

*Half of the class will take NG 204 in the fall and elective in the winter. The other half of the class will reverse the sequence.

**Elective includes one of the following: Art Appreciation, Music Appreciation, or Literature.

†PL 201 or HY 201 may be substituted for SS 102.

PRE-NURSING (A.A.)

This program is intended to give the student the first two years of a four year course leading to a Bachelor's Degree in nursing. Since requirements of colleges vary, students should obtain a catalog of the senior college to which they intend to transfer and consult with the Dean of the School of Nursing in order to obtain optimum choice of courses at Junior College. In some cases it may be advisable to transfer at the end of the freshman year.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDIT
			Fall Term	Winter Term
CY 101-102	General Chemistry		4	4
EH 101-102	Freshman Communications		3	3
BY 156	Microbiology			3
HH 101*	Perspectives on Healthful Living		2	
MS 106	Math for General Education			3
PE	Physical Education		1	1
SS 101-102**	Social Inst.; Political Inst.		3	3
Elective			3	
			<hr/>	<hr/>
			16	17

SOPHOMORE YEAR

AT 110	History and Appreciation of Art			3
or				
MC 110	Music Appreciation			(3)
BY 151-152	Anatomy & Physiology		3	3
EH	Literature			3
HE 101	Elements of Nutrition		3	
HY 101	Ancient & Medieval Civilizations		3	
or				
HY 201	U.S. History to 1865			(3)
HY 102	Modern Civilizations			3
or				
HY 202	U.S. History from 1865			(3)
PE	Physical Education		1	1
PY 201	General Psychology		3	
PY 202	Personality Development			3
SP 101	Fundamentals of Speech		3	
			<hr/>	<hr/>
			16	16

*HH 230 may be substituted

**PL 201 or HY 201 may be substituted for SS 102

COURSE DESCRIPTIONS:

HC 101 HEALTH CARE MANAGEMENT

This course is an introduction to health care management including history, theories, trends, and philosophies of nursing homes. The role and scope of the administrator will be emphasized. 3-0-3*

HC 102 HEALTH CARE MANAGEMENT

This course offers an approach to the study of aging adults. It includes the social and cultural determinates of aging, biological influences, the personality and the adjustments applicable to successful aging. Emphasis will be placed on the application of this knowledge by individuals in various health agencies. 3-0-3*

NG 101 FUNDAMENTALS OF NURSING

(Co-requisites: CY 100 or 101 and BY 151). This course is an orientation to the field of nursing and includes basic concepts and procedures. Emphasis is placed on normal health needs, defining nursing problems and application of techniques in the laboratory. Offered in the fall term. 1-6-3*

NG 102 MEDICAL AND SURGICAL NURSING

(Prerequisite: NG 101). This segment is an introduction to nursing needs of the adult with more common medical and surgical conditions. Patient-centered teaching in the clinical experience provides opportunity for development of skills. Offered in the winter term. 1-6-3*

NG 103 MEDICAL AND SURGICAL NURSING

(Prerequisite: NG 102). This is a continuation of NG 102. Offered in the first session of the spring term only. 3-6-5*

NG 201 MEDICAL AND SURGICAL NURSING

(Prerequisite: NG 103). This provides a continuation of NG 103 with emphasis on more difficult nursing problems encountered in care of the adult. Offered in the fall term only. 4-9-7*

NG 202 MATERNAL AND CHILD CARE

(Co-requisite: NG 201). This course is family centered. Emphasis is placed on normal aspects of the maternity cycle and prevention of complications. In child care, emphasis is placed on normal growth and development of the child from infancy through adolescence and on individualized care in health and disease. Offered in the fall term. 2-3-3*

NG 203 MATERNAL AND CHILD CARE

(Prerequisite: NG 202). This is a continuation of NG 202. Clinical experience in individualized care is included. Offered in the winter term. 3-12-7*

NG 204 PSYCHIATRIC NURSING

(Co-requisite: NG 201). This is a study of the nurse's role in the care of psychiatric patients with emphasis on the development of interpersonal relations and application of nursing principles. Offered in both the fall and winter terms. 1-6-3*

NG 205 NURSING TRENDS

(Prerequisite: NG 201). Current developments in nursing and the responsibilities of the nurse will be included in this course. Offered in the winter term. 2-0-2*

NG 255 MEDICAL TERMINOLOGY

(Prerequisite: BY 151 or consent of the instructor.) The objective of this course is to familiarize the students with the prefixes, suffixes, and principles for making compound medical words, as well as the spelling and definition of words most commonly used in medical practice. 3-0-3*

NG 256 ADVANCED MEDICAL TERMINOLOGY

(Prerequisite: NG 255.) This course is designed to acquaint the student with medical terminology used in various specialized areas of medicine such as surgery, general medicine, orthopedics, urology or ophthalmology. 2-0-2*

Social Science

FACULTY: Bottosto (Chairman), Becherer, Dampier, D'Angio, Davies, Edmonds, Forshay, Freedman, Hicks, Kochel, Macy, Matthews, Mayock, Meldon, Myatt, O'Neill, Payne, Pugh, Sutherland, Tucker, Tuttle

MAJORS: Early Childhood Education, Education (Elementary Level), Education (Secondary Level), Geography, Government and Foreign Service, History, Law Enforcement, Philosophy, Political Science, Pre-Law, Pre-Ministry, Psychology-Guidance, Social Science, Social Science Teacher, Teacher Aides, Welfare Worker

COURSE PREFIXES: EN, GY, HY, PI, PL, PO, PY, RN, SS, TA

PROGRAMS:

Social Science is essentially a study of human society—that is, it deals with the relationships of persons as members of a group or groups. Individuals form groups to obtain common goals—in education, religion, recreation, and so on. Since the common wants of mankind are many and varied, the group activities needed to satisfy those wants are correspondingly numerous. As these group activities have come under study, the social sciences have multiplied from a few recognized general studies to many specialized ones, each with numerous subdivisions.

The Department of Social Science at Palm Beach Junior College is organized expressly to meet the needs of those students who come from a wide variety of backgrounds and are headed toward a wide variety of professions and occupations. While the major emphasis at Palm Beach Junior College is with programs in general studies, it should be emphasized that the faculty within the Department of Social Science is available to assist those students who express a specific interest within the Department of Social Science.



Accordingly, students are expected to complete the General Education requirements outlined on pages 59-62, and to select those additional courses of special interest to them in meeting not only their immediate needs, but also the particular requirements for a degree at the senior college of their choice. Academic advisors are assigned to those students who indicate a desire to pursue a program currently offered within the Department of Social Science.



EARLY CHILDHOOD EDUCATION (A.A.)

Because of a growing demand on college campuses throughout the country for programs to prepare teachers in Early Childhood Education, a cooperative program in Early Childhood Education for directors and teachers of public, private, and church-related nursery schools, kindergartens and day-care centers has been developed by Palm Beach Junior College in conjunction with Florida Atlantic University. The program is planned to provide work for teachers in service who do not hold a degree and who have not had necessary training in Early Childhood Education. The program also provides work for teachers who hold degrees, but who are not trained for work with young children.

THE COURSES TO BE TAKEN AT PALM BEACH JUNIOR COLLEGE INCLUDE:

General Education Requirements		36
(See pages 59-62 of College Catalog)		
HE 105	Nutrition	3
PY 201	General Psychology	3
PY 203	Child Growth & Development	3
SS 201	Family Relationships	3
SP 101	Fundamentals of Speech	3
MC 103	Fundamentals of Music	3
AT 112	Arts & Crafts	3
PE	Physical Education	2
Electives*		5
		<hr/> 64

*Suggested electives: PY 202 Personality Development,
DA 102 Stagecraft, or
DA 201 Acting

EDUCATION (ELEMENTARY LEVEL) (A.A.)

Academic advisement is required within the Social Science Department in order to satisfy the particular needs of individual students. Senior college choice may necessitate some changes, including a rearrangement of the program.

FRESHMAN YEAR				
COURSE	TITLE	SEMESTER	HOURS	CREDIT
AT 110	History and Appreciation of Art		3	
or				
MC 110	Music Appreciation	(3)	7-8	
	Science		6	
EH 101-102	Freshman Communications		3	
EN 101	Introduction to Education		3	
MS 106*	Mathematics for General Education		2	
PE	Physical Education		3	
SP 101	Fundamentals of Speech		6	
SS 101-102**	Social Inst.; Political Inst.			
			33-34	

SOPHOMORE YEAR

EH	Literature	6	
GY 101	Principles of Geography & Conservation	3	
HH 101***	Perspectives on Healthful Living	2	
HY 101-102	Ancient & Medieval Civ.; Modern Civ.	6	
PE	Physical Education	2	
PY 201	General Psychology	3	
PY 203*	Child Growth and Development	3	
Electives†		8-9	
			33-34

*These courses satisfy basic certification requirements for teaching in Florida. They may, however, be acceptable only as electives to some state colleges and universities to which students may transfer.

**PL 201 or HY 201 may be substituted for SS 102.

***HH 230 may be substituted.

†Suggested electives: Foreign Languages, LC 101, PY 202.

EDUCATION (SECONDARY LEVEL) (A.A.)

The student planning to teach at the secondary level in an academic area should seek counseling from the department of his major field. In consultation with his counselor, the student must make certain that his program will satisfy his needs for certification as well as meet the specific requirements of the senior college to which he will transfer to complete his degree program.

GENERAL SOCIAL SCIENCE¹, GEOGRAPHY², GOVERNMENT-FOREIGN SERVICE³, HISTORY⁴, POLITICAL SCIENCE⁵, SOCIAL SCIENCE TEACHER⁶, WELFARE WORKER⁷, (A.A.)

COURSE	TITLE	SEMESTER	HOURS	CREDIT
EH 101-102	Freshman Communications		6	
SS 101-102*	Social & Political Institutions		6	
	Science		7-8	
MS 106	Math for General Education		3	
MS 208	Statistics		3	
AT 110	History & Appreciation of Art		3	
or				
MC 110	Music Appreciation	(3)		
PE	Physical Education		4	
HH 101**	Perspectives on Healthful Living		2	
EH	Literature		3	
	Foreign Languages-Spanish, French, German		12	
Electives			15	
				64-65

*PL 201 or HY 201 may be substituted for SS 102.

**HH 230 may be substituted

1. Recommended electives: BA 204, HY 101-102, PI 101, GY 101, PY 201, SP 101.
2. Recommended electives: GY 101, HY 101-102, HY 201-202, SS 205, PY 201, MS 111, MS 121, CL 211, CL 212, CL 213, CL 220, CL 230, BA 204, BA 205.
3. Recommended electives: SP 101, HY 101-102, HY 201-202, HY 211-212, SS 205, GY 101, PL 201-202, BA 204, EH 203-204.
4. Recommended electives: HY 101-102, HY 201-202, HY 211-212, GY 101, SS 205, RN 201, PL 201.
5. Recommended electives: HY 101-102, HY 201-202, SS 205, GY 101, BA 204, PI 101.
6. Recommended electives: HY 101-102, GY 101, SS 205, HY 201-202, BA 204, PL 201-202, PO 100, PY 201, PY 203, EN 101, SP 101, SS 210.
7. Recommended electives: HY 101-102, SS 201, PL 202, PO 100, PY 201, PY 202, PY 203, PI 101, HE 102, HE 106, HY 201, HY 202, PL 201, SP 101, SS 210.

Note: Senior college choice may necessitate some changes, including a rearrangement of the program.

LAW ENFORCEMENT (A.A. or A.S.)

These courses of study are open to both men and women students and provide the necessary preparation for beginning employment in various law enforcement fields. Courses are conducted in both day and evening classes. Students are reminded that most law enforcement agencies require a minimum age of 21 years (except clerical assistants) before employment is possible. The programs, as outlined below, lead to graduation with either an Associate in Arts or an Associate in Science degree in Law Enforcement.

FRESHMAN YEAR				
COURSE	TITLE	SEMESTER	HOURS	CREDIT
EH 101-102 *	Freshman Communications		6	
PE	Physical Education		2	
PO 100	Introduction to Law Enforcement		3	
MS 106	Mathematics for General Education		3	
	Science		3-4	
PO 101-102	Police Administration; Patrol Operations		6	
SP 101	Fundamentals of Speech		3	
SP 102	Public Speaking		3	
SS 101	Social Institutions		3	
				32-33
*Candidates for the A.S. degree may substitute EH 110				

SOPHOMORE YEAR

HH 101 **	Perspectives on Healthful Living	2
HH 103	First Aid	1
PE	Physical Education	2
PL 201	American Natl. Government	3
PL 202 ***	American State & Local Government	3
PO 202	Criminal Investigation	3
PO 203	Law of Arrest, Search, & Seizure	3
PO 204	Criminal Law	3
PY 201	General Psychology	3
SS 210	American Social Problems	3
Electives		6
		32

**HH 230 may be substituted.

***SS 102 may be substituted.

Recommended Electives: SH 101-102, HY 201-202, LC 101, AT 110, MC 110, PY 202, PY 203, SS 201, EH 110.

Candidates for an A.A. degree in a university parallel program will complete sixty-four semester hours program of study designed to permit transfer to Bachelor degree programs of Florida universities.

PRE-LAW (A.A.)

		FRESHMAN YEAR		
COURSE	TITLE	SEMESTER	HOURS	CREDIT
EH 101-102	Freshman Communications		6	
MS 106	Mathematics for General Education		3	
PE	Physical Education		2	
SP 101	Fundamentals of Speech		3	
SS 101-102 *	Social Inst.; Political Inst.		6	
	Science		7-8	
	Foreign Language		6	
			33-34	

SOPHOMORE YEAR

EH	Literature	6
AT 110	History and Appreciation of Art	3
or		
MC 110	Music Appreciation	(3)
LC 101	Art of Thinking	3
PL 201-202	Amer. Nat'l Gov.; State, Local Gov.	6
HY 201-202	U. S. History to 1865; 1865 to present	6
PE	Physical Education	2
HH 101 **	Perspectives on Healthy Living	2
	Foreign Language	6
		34

*PL 201 or HY 201 may be substituted for SS 102.

**HH 230 may be substituted.

PRE-MINISTRY AND PHILOSOPHY (A.A.)

FRESHMAN YEAR				
COURSE	TITLE	SEMESTER	HOURS	CREDIT
EH 101-102	Freshman Communications		6	
BY 100-105	Principles of Biology; Laboratory		4	
SS 101	Social Institutions		3	
RN 101	Old Testament		2	
MC 110	Music Appreciation		3	
PI 101	Introduction to Philosophy		3	
HH 101*	Perspectives on Healthy Living		2	
MS 106	Mathematics		3	
PE 101	Team Activities for Men		1	
PE 203	Recreational Games (Coed)		1	
	Foreign Language		6	
			<hr/>	<hr/>
			34	

SOPHOMORE YEAR				
EH 201	English Literature to 1800		3	
PS 101	Physical Science		3	
PL 201	American National Government		3	
RN 102	New Testament		2	
PY 201	General Psychology		3	
RN 201	Religions of World		3	
PE 205	Beginning Swimming		1	
PE 207	Senior Life Saving		1	
SP 101	Fundamentals of Speech		3	
	Foreign Language		6	
			6	
Electives			3	
			<hr/>	<hr/>
			31	

Recommended electives: MC 213, SS 201, PY 202, PI 102.

PSYCHOLOGY-GUIDANCE (A.A.)

FRESHMAN YEAR				
COURSE	TITLE	SEMESTER	HOURS	CREDIT
EH 101-102	Freshman Communications		3	3
HH 101*	Perspectives on Healthful Living		2	
	Science		3-4	4
MS 106 (or higher)	Math for General Education			3
PE	Physical Education		1	1
PY 201	General Psychology		3	
PY 202	Personality Development			3
	Foreign Language		3	3
			<hr/>	<hr/>
			15-16	17

SOPHOMORE YEAR				
AT 110 or MC 110	History & App. of Art; Music App.		3	
EH	Literature			3
MS 208	Statistics			3
PE	Physical Education		1	1
PY 203	Child Growth & Development		3	
SS 101-102**	Social Inst.; Political Inst.		3	3
	Foreign Language		3	3
Elective			3	3
			<hr/>	<hr/>
			16	16

*HH 230 may be substituted.

**PL 201 or HY 201 may be substituted for SS 102.

TEACHER AIDES AND EFFECTIVE TEACHING (A.S.)

Teacher aides constitute a rapidly growing segment of the educational family. The practice of employing teacher aides—auxiliary personnel whose function is to assist teachers—has become widespread in the State of Florida. The Teacher Aide course of study at Palm Beach Junior College is designed to prepare interested high school graduates in pursuing a specialized program which would equip them to function effectively as assistants to professionally qualified teachers at various instructional levels.**

FRESHMAN YEAR				
COURSE	TITLE	SEMESTER	HOURS	CREDIT
EH 101-102	Freshman Communications		6	
HH 101 *	Perspectives on Healthful Living		2	
MS 106	Mathematics for General Education		3	
AT 112	Arts and Crafts		3	
BE 105*	Typewriting		2	
LT 103	Children's Literature		3	
LT 104	Non-Book Materials		3	
PY 203	Child Growth and Development		3	
PY 201	General Psychology		3	
AT 110	Art Appreciation		3	
or				
MC 110	Music Appreciation	(3)		
PE	Physical Education		2	
			<hr/>	33

SOPHOMORE YEAR

SS 101-102***	Social Institutions		6	
	Political Institutions		6	
EH	Literature		6	
PS 101-102	Survey of Physical Science		7	
PE 231	Creative Activities		3	
PE	Physical Education		2	
BE 101	Office Practice		3	
TA 101	Elementary School Resources		3	
TA 102	Elementary School Procedures		3	
TA 103	Internship		3	
			<hr/>	36

*HH 230 may be substituted.

**May be waived if student passes the typing test.

***PL 201 or HY 201 may be substituted for SS 102.

Transfer is possible from the A.S. Degree Program to the A.A. Degree Program leading to professional preparation for teaching.

COURSE DESCRIPTIONS:

EN 101 INTRODUCTION TO EDUCATION

This course provides an introduction to the fundamental principles in education. It includes historical view, aims and methods of education, the curriculum, the pupil population, the educative process, and teaching as a profession. The philosophical bases of American public education are explored, with special emphasis and consideration given to the organization and operation of the public schools of Florida. 3-0-3*

GY 101 PRINCIPLES OF GEOGRAPHY AND CONSERVATION

This course provides an introduction to the principles of geography on a worldwide basis. The numerous inter-relationships of human life and the natural environment are a central concern. The economic inter-relationships, with emphasis upon conservation or wise resource use, are stressed. A special unit on conservation of Florida's natural resources is included. 3-0-3*

HY 101 ANCIENT AND MEDIEVAL CIVILIZATIONS

This course delves into the theories of historical causation, the origin of life upon our planet and the emergence of major cultures. It delineates the characteristics of the major civilizations which evolved around the Mediterranean Sea from Ancient Egypt and the Fertile Crescent through Greece, Rome, the Byzantine and Islamic Cultures, and Medieval Europe to the Renaissance. The civilizations of the Far East, particularly India, China, and Japan, are also studied. 3-0-3*

HY 102 MODERN CIVILIZATIONS

A continuation of HY 101, this course begins with the background of the Renaissance and extends to the present time. Major emphasis is placed upon the development of modern Western European culture, with some consideration given to the forces and events contributing to the emergence of the Afro-Asian nations and peoples. 3-0-3*

HY 201 UNITED STATES HISTORY TO 1865

This course is concerned with the extension of European culture into the Western Hemisphere, the growth and development of the Thirteen English Colonies, an intensive study of the Constitution of the United States, and the early national period of the United States to the end of the Civil War. 3-0-3*

HY 202 UNITED STATES HISTORY FROM 1865 TO THE PRESENT

A continuation of HY 201, this course emphasizes the development of the United States into a great world power with more detailed studies of internal, economic, social, political, and cultural movements and forces. 3-0-3*

HY 211 LATIN AMERICAN HISTORY—COLONIAL PERIOD

This course surveys the social, political, economic, and military background of Latin America. Beginning with the pre-Colombia era, it proceeds through the discoveries, conquests, and colonization of the continent. Emphasis is placed upon the cultural background of Latin America and the role played by Western European institutions in its development. 3-0-3*

HY 212 LATIN AMERICAN HISTORY—NATIONAL PERIOD

This course begins with the background of the Wars for Independence and proceeds to present-day Latin America. It surveys the histories of the countries of Latin America, dealing with political, diplomatic, social, and economic forces which shaped these cultures. Emphasis is placed upon the development of governmental institutions and the emerging democratic forces. 3-0-3*

* Lecture—Lab—Credit Hours

PI 101 INTRODUCTION TO PHILOSOPHY

This course is designed to acquaint the student with the nature of philosophy, its methods and some of the major problems with which it has been concerned from the pre-Socratic era to the present. Special attention is given to the source of ideas and their relationship to science, art, religion and socio-political developments. 3-0-3*

PI 102 MAJOR MORAL THEORIES

(Prerequisite: PI 101). This course involves an exploration of the role of the major theories of the good life in influencing decision making by individuals and by society. 3-0-3*

PL 201 AMERICAN NATIONAL GOVERNMENT

This course strives to develop an understanding and appreciation of the political institutions of the United States. Its principal feature is an exhaustive study of the origin, nature and development of the Constitution of the United States. The course also includes a discussion of political parties, pressure groups, economic blocks, sectional interests, bodies of political and social opinion and other forces which influence the process of government. 3-0-3*

PL 202 AMERICAN STATE AND LOCAL GOVERNMENT

A continuation of the study of the government of the United States, this course emphasizes the role of the national administration, our federal system as it relates to state governments, including taxation problems, law enforcement and the administration of justice, problems of metropolitan areas, inter-state relationships, government regulations, operation of public utilities and public planning. 3-0-3*

PO 100 INTRODUCTION TO LAW ENFORCEMENT

This course introduces the student to the field of law enforcement, covering philosophical background, history, constitutional limits, agencies, processes of justice, and evaluation of specific law enforcement practices today. 3-0-3*

PO 101 POLICE ADMINISTRATION

This course stresses the administrative activity of a modern police department. Special attention is given administration, records, auxiliary services, recruitment, supervision, personnel evaluation, discipline, planning, and training. 3-0-3*

PO 102 PATROL OPERATIONS (Prior to 1969 was Police Adm. II.)

The concern in this course is with the efficient organization, administration, and operation of the police department. Particular emphasis is placed on that phase of police operations which are usually seen by the general public, including the patrol, traffic, juvenile, vice and detective divisions. 3-0-3*

PO 202 CRIMINAL INVESTIGATION

A general survey of methods and techniques used by modern law enforcement officers in the investigation of crime. Interrogation techniques, evidence, how to mark, preservation—after discovery, fingerprints, tool marks, firearms identification, homicide, burglary, robbery, and other crime scene investigations. Narcotics investigation, laboratory analysis of evidence, court room techniques and demeanor. 3-0-3*

PO 203 LAW OF ARREST, SEARCH, AND SEIZURE

Peace officers' right and duty to make arrest. Obligations imposed by oath of officer. Distinction between felony and misdemeanor. Requisites of legal arrest as set forth in the Florida Penal Code. Immunity from arrest, legal rights of suspect, techniques and procedures in effecting arrests. Legal use of force, degree of force, rights of arrested persons. Attitude and remarks of arresting officer. Laws and regulations pertaining to search of premises, automobiles, and persons. Discussions relative to officers' right to search and hold for evidence or confiscate property. 3-0-3*

* Lecture—Lab—Credit Hours

PO 204 CRIMINAL LAW

A study of the scope, purpose, definition, and classification of crimes. Consideration is given to criminal intent, acts of omission and commission, offenses against the person and property. The elements of some of the more common offenses are studied in depth. Defenses to criminal acts are also treated. 3—0—3*

PY 201 GENERAL PSYCHOLOGY

Designed to provide a representative survey of psychology, this course explores scientifically various aspects of human behavior and adjustment. The major emphases are on the study of important philosophical forces, the structure and function of personality, individual and group differences, the nature of intelligence, the motivational aspects of behavior and emotions, the learning process and an orientation and critical appraisal of current psychological tests. 3—0—3*

PY 202 PERSONALITY DEVELOPMENT

(Prerequisite: PY 201, General Psychology or permission of the instructor.) This course is a summary of the theories, methods and research of psychologists, organized on the basis of personality as a science. The goals, theories and methods of the science first are introduced and then applied in turn to the understanding of personality traits, to the dynamic structure of personality as a whole, and to the interaction and structure of the environment. Because the goals of the science include the control of personality, as well as an understanding of its mechanisms, applications to personal and social problems are considered within this framework. 3—0—3*

PY 203 CHILD GROWTH AND DEVELOPMENT

(Prerequisite: PY 201 or permission of the instructor.) Stressing the developing self of the child, this course explores the physiological, social, emotional, and intellectual natures of children. It includes a survey of problematic behavior and the application of principles and achievements in the field of psychology as these contribute to the personal development and general welfare to the individual child. Observations of children from the pre-school level through high school are included. 3—0—3*

RN 101 THE OLD TESTAMENT

This course is primarily an introduction to the study of the Bible. It deals with the history, literature, geography and religion of Israel and surrounding peoples through the Exile and Restoration. Course materials include the English Bible in various translations, authoritative source materials in the area of Old Testament study and the instructor's notes. 2—0—2*

RN 102 THE NEW TESTAMENT

This course is essentially an introduction to the study of the New Testament. It involves a study of the language, literature and geography of the New Testament era. A study is also made of the discovery of the ancient manuscripts, history of modern translations, period between the Testaments, harmony of the Gospels and the history of the early church in the Acts and Epistles. Course materials include the English Bible in various translations, authoritative source materials in the area of New Testament study and the instructor's notes. 2—0—2*

RN 201 INTRODUCTION TO THE MAJOR RELIGIONS OF THE WORLD

This course introduces the student to an understanding of the major religions of the world. Religions studied are: Primitivism, Hinduism, Judaism, Shinto, Zoroastrianism, Taoism, Jainism Buddhism, Confucianism, Christianity, Islam, and Sikhism. Each religion is dealt with in terms of its historical development, basic beliefs, practices, and contemporary importance. 3—0—3*

*Lecture—Lab—Credit Hours

SS 101 SOCIAL INSTITUTIONS

This course explores the biological, psychological and social nature of man, including a study of man's participation in the multiplicity of social groups. The forces and factors that produce patterns of group life are examined with special emphasis on such basic American institutions as marriage and the family, education, recreation, religion, aesthetics and business. 3—0—3*

SS 102 POLITICAL INSTITUTIONS

This course introduces the student to the basic institution of government and highlights American political institutions, their characteristics, and major problems. The course expressly provides for a detailed study of the Constitution of the United States. 3—0—3*

SS 201 MARRIAGE AND FAMILY RELATIONSHIPS

This course deals with the problems which are likely to be encountered by young married people in determining family goals, planning and budgeting the use of money, planning and preparing for children and for creating a satisfying family life. 3—0—3*

SS 205 INTRODUCTION TO SOVIET STUDIES

This course provides for the comprehensive study of the development of the modern Soviet State, and includes familiarization with the Russian culture, history, government and geography. The course traces the movement of Russian Communism and deals largely with the internal examination of the nature of Communism. 3—0—3*

SS 205 INTRODUCTION TO SOVIET STUDIES (FOREIGN STUDY)

This course provides for the comprehensive study of the development of the modern Soviet State, and includes familiarization with the Russian culture, history, government and geography. The course traces the movement of Russian Communism and deals largely with the internal examination of the nature of Communism. The study is accomplished on a tour behind the iron curtain. A special fee is charged. 3—0—3*

SS 210 AMERICAN SOCIAL PROBLEMS

(Prerequisite: SS 101). This course explores some of the major social problems now confronting American society—such as mental illness, crime, juvenile delinquency, economic insecurity, influences detrimental to family stability (divorce, alcoholism, gambling, drug addiction), race relations, and related ethnic problems. The course attempts to establish criteria by which the educated layman can judge the probable effectiveness of various techniques of intervention for social improvement. Emphasis is given to current social problems of pressing concern in the area of South Florida. 3—0—3*

TA 101 ELEMENTARY SCHOOL RESOURCES

A course designed to acquaint the student with resources available to the elementary school teacher. School and community resources should be explored. Class periods should be arranged. One-semester course. 2—2—3*

TA 102 ELEMENTARY SCHOOL PROCEDURES

A seminar course designed to acquaint the student with the schedule, the plant, and other aspects of the elementary school and its program. The course should be scheduled for meetings at the cooperating school, and college. The class schedule should be arranged. One-semester course. 3—6—6*

TA 103 INTERNSHIP

This course should serve to introduce both the aide and the teacher to the teacher-aide program in operation. Each participant should investigate her special duties and attempt to identify problems to be solved before the completion of the program. This course requires the close cooperation of the director, the cooperating teacher, and the aide-trainee. The hours should be arranged. One semester. 0—6—3*

* Lecture—Lab—Credit Hours



Extension Classes

Palm Beach Junior College offers extension classes in Belle Glade, Florida. A representative list of offerings is given below. It must be understood that all courses listed will never be given in any one term, and availability of any extension class should be checked with the Coordinator of Evening Classes.

EN 101 Introduction to Education
 EH 101 Freshman Communications
 EH 102 Freshman Communications
 HE 101 Elements of Nutrition
 HR 212 Personnel Management and
 Operational Procedures
 PO 100 Introduction to Law
 Enforcement
 PO 101 Police Administration
 PO 102 Patrol Operations

PO 202 Criminal Investigation
 PO 203 Arrest, Search and
 Seizure
 PO 204 Criminal Law
 PY 201 General Psychology
 PY 203 Child Growth and
 Development
 SS 101 Social Institutions
 SS 102 Political Institutions
 SS 210 American Social Problems

The amount of extension work for which students will be allowed credit toward a degree at Palm Beach Junior College shall not exceed one fourth of the amount required for the degree, i.e., 16 semester hours of extension credit if the degree requirement is 64 semester hours.

All work listed on Palm Beach Junior College transcripts taught by extension will have an "E" after the title of the course for identification purposes.

Workshops

Palm Beach Junior College offers a varied program of short-term, non-credit workshops and seminars as a community service. These special classes are scheduled throughout the year. A representative list of offerings is given below. It must be understood that all courses listed will never be given in any one term, and availability of all courses must be checked with the Coordinator of Evening Classes.

- | | |
|---|--|
| AC 090 Air Conditioning and Refrigeration Service | HE 080 Pattern Making and Fashion Design I |
| AT 060 Interior Design I | HE 081 Pattern Making and Fashion Design II |
| AT 070 Ceramics Workshop | HE 090 Tailoring |
| BA 040 Income Tax | HE 091 Advanced Tailoring |
| BA 060 CLU I – Fundamentals of Life and Health Insurance | HR 060 Supervisory Development |
| BA 061 CLU II – Group Life Insurance, Pensions and Health Insurance | HR 061 Laws and Regulations for Lodging Establishments |
| BA 062 CLU III – Wills and Testaments | HR 062 Laws and Regulations for Food Establishments |
| BA 063 CLU IV – Finance and Economics | HR 070 Restaurant and Hotel Service Management |
| BA 065 Fire and Casualty Insurance | MC 060 Opera Workshop I |
| BA 070 Accounting Workshop | ML 060 Materials Testing Workshop |
| BA 090 Small Business Owners Workshop | PE 060 Slimnastics |
| BA 091 Small Business Administration Retailing Clinic | PO 070 Police-In-Service Education I |
| BA 092 Advertising and Sales Promotion Clinic | PO 071 Police-In-Service Education II |
| BY 020 Ornamental Horticulture Workshop | PO 072 Police-In-Service Education III |
| DG 011 Blueprint Reading | PO 073 Police-In-Service Education IV |
| DH 091 Periodontics | PR 060 Cub Scout Adult Training Clinic |
| DH 092 Dental Radiology for Dental Hygienists | PR 070 Florida Game and Fresh Water Fish Commission Workshop |
| DH 093 Dental Radiology for Dental Assistants | PR 071 Florida Game and Fish Law Enforcement Workshop |
| DH 094 Physiology of Occlusion for Technicians | PY 060 Understanding Parent Child Relationships |
| DH 095 Dental Research Clinic | PY 070 Understanding Ourselves and others |
| ES 060 Environmental Science I | PY 071 Experimental Psychology |
| ES 061 Environmental Science II | SP 060 Theatre Arts Workshop I |
| HE 060 Family Income Management | SP 061 Theatre Arts Workshop II |
| HE 061 Buying in Today's Market | SS 060 Introduction to Afro-American Studies |

Index

Absence	55	Club, Social	44
Absence from Examinations	55	Clubs, Student	41
Acceptance	48	College Singers	44, 153
Accounting	88	Commercial Art	74
Accreditation	28	Computer Operator	110
Activity Fee, Student	52	Computer Programming	108
Administration, Business	88	Computer Science	109
Administrative Officers	3	Computer Technology	108
Admission	46	Concert Band	44
Admission, Methods	46	Conduct, Student	55
Admission Procedures	48	Conservation	81
Advanced Placement	46	Construction, Building	118
Advertising Art	74	Costs	48-52
Agriculture (Plant Sciences)	83	Counseling	32
Air Conditioning Technology	117	Courses, Correspondence	56
Application Fee	50	Courses, (by Departments)	69-172
Architecture	72	Craftsman	75
Art Department	72	Creative Writing	131
Art Historian	73	Credits, Maximum	55
Art Teacher	73	Credits, Military Service	46
Assemblies	29	Curriculum, Choice of	58
Assistantships, Student	39	Dance	145
Associate in Arts	60	Data Processing Department	108
Associate in Arts List	67	Dean's List	55
Associate in Science	59	Degrees	58, 61
Associate in Science List	68	Dental Assistant	113
Athletics	29	Dental Assisting, Admission	49
Attendance	54	Dental Health Department	112
Auditors	54	Dental Hygiene	112
Bacteriology	81	Dental Hygiene, Admission	49
Band, Concert	44	Dental Lab Technology	113
Band, Stage	44	Departments and Majors List	64
Banking	96	Design, Fashion	91
Basic Studies Department	80	Design, Interior	76
Beachcomber	42	Design Technology and Drafting	119
Biology Department	81	Dietetics	89
Biology, General	81	Diploma, High School	46
Biology Teacher	81	District Students	54
Building Construction	118	Draft	52
Business Administration	88	Drafting and Design Technology	119
Business, (A.S.), Program List	68	Drama-Speech	132
Business Department	87	Economics	88
Business, General	92	Education, (see subject or field, i.e., business teacher, chemistry teacher, elementary Teacher, etc.)	
Business Teacher	88	Education (Elementary Level)	162
Calendar	4	Education (Secondary Level)	162
Campus	22-25	Educational Secretary	90
Campus Map	inside back cover	Electrical Distribution Technology	120
Ceramics	77	Electronics Technology	120
Chemistry	106	Elementary Teacher	162
Chemistry Department	106		
Chemistry Teacher	106		
Choir (College Singers)	44		
Church Music	151		
Clerical Practice	88		
Clothing and Textiles	89		
Clubs, Service	41		

Emeritus Faculty	18	Hotel-Motel Management	94
Engineering	121	Hours, Maximum	55
Engineering Fee	51	Housing	32
Engineering and		Industrial Arts	123
Physics Department	117	Insurance	33, 88
English	131	International Trade	88
English Department	131	Interior Design	76
English Teacher	131	Intra-Mural	29
Enrollment, Dual	49	Job Placement	33
Equivalency Certificate,		Journalism	132
High School	46	Key Punch Program	110
Evening Classes	29	Languages, Foreign	136
Executive Secretary	90	Law Enforcement	163
Extension Classes	56, 171	Letter of Acceptance	48
Faculty	7	Liberal Arts	131
Fall Term Calendar	5	Librarian	147
Fashion	91	Library	146
Federal Education Benefit	52	Library Technology	146
Fees	50	Literary Magazine, Student	81
Fees, Special	51	Loans	39
Financial Aid, Student	34	Major Field Undecided	64
Fine Arts	75	Majors	64
Fire Science	122	Majors by Department	64
Food Service	33	Management	88
Food Service Management	92	Management, Food Service	92
Foreign Languages	136	Management, Hotel-Motel	94
Foreign Language Teacher	136	Management, Retailing	94
Foreign Service	163	Marketing, Sales	88
French	137	Mathematician	148
Freshman	54	Mathematics Department	148
Full-Time Student Fees	50	Mathematics Teacher	148
Falleon	42	Media	42
General Biology	81	Medical Assistant	82
General Business	92	Medical Examination	48
General Education		Medical Secretary	90
Requirements, A.S.	59	Merchandising, (Retailing)	94
General Education		Military Service Credits	46
Requirements, A.A.	60	Music	151, 152
Geography	163	Music Department	151
German	138	Music Education	152
G. I. Benefit	52	Music Fees	51
Government and		Music Organizations	44
Foreign Service	163	Newspaper, Student	42
Grade Reports	55	Non-credit Students	54
Grading	55	Non-Degree Programs	58
Graduation, Certificate	46	Non-District Fees	50
Graduation Fee	51	Non-District Students	54
Graduation Requirements ..	62, 59, 60, 61	Non-Florida Fees	50
Graduation Requirements, A.A.	60, 61	Non-Florida Students	54
Guidance	32	Nursing	157
Guidance-Psychology	165	Nursing, Admission	48
Health Education	139	Nursing Department	157
Health, Physical Education and		Occupational Therapy	140
Recreation Department	139	Office Staff	19
Health Services, Student	33	Organizations, Honorary	41
High School Equivalency	46	Organizations, Student Body	41-44
History	26, 163	Orientation	31
History of Art	78	Out-of- District Students	54
Home Economics Teacher	89	Out-of-State Fees	50
Homemaker	93	Out-of-State Students	53
Honorary Organizations	41	Part-Time Faculty	17
Hotel-Food Service Management	92	Part-Time Student Fees	50
		Personnel Services, Student	31

Philosophy	27, 165
Photography	74, 75
Physical Education	140
Physical Education Department	139
Physical Education Fees	51
Physical Examination	48
Physical Sciences	123
Physical Therapy	141
Physics	123
Physics Department	117
Placement, Advanced	46
Placement Tests	31, 48
Plant Sciences (Agriculture)	83
Points, Qulaity	55
Police, (Law Enforcement)	163
Policies	55
Polical Science	163
Pre-Dental	106
Prefix List	71
Pre-Lab Technology	84
Pre-Law	164
Pre-Medical	106
Pre-Ministry	165
Pre-Nursing	158
Pre-Pharmacy	106
Pre-requisites	56
Pre-Veterinary	106
Probation	53
Professional Program List	68
Program, Choice	58
Programming	109
Psychology-Guidance	165
Public Relations	132
Publications, Student	42
Purposes	27
Quality Points	55
Reading Center	30
Real Estate	88
Recreation	141
Recreation Leadership	142
Refrigeration Technology	117
Refunds	52
Regular Students	54
Regulation Changes	56
Regulations, General	45-56
Reports, Grade	55
Retailing, (Management and Merchandising)	94
Sales and Marketing	88
Scholarships	34
Scholarships for Graduates	40
Scholarships for Specific Programs	36
Scholarships, state	38
Science Education	81
Secretary, Educational	90
Secretary, Executive	90
Secretary, Medical	90
Selective Service	52
Social Science	163
Social Science Department	160
Social Science Teacher	163

Social Security Benefit	53
Sophomore	54
Spanish	138
Special Fees	51
Special Interest Groups	42
Specialized, Business, Technical, Professional Program List	68
Specialized Programs, Admission	48
Specialized Programs, List	68
Special Staff	18
Special Students	54
Speech and Hearing Center	30
Speech-Drama	132
Speech Teacher	132
Speech Therapist	132
Sports	29
Spring Term Calendar, 69-70	4
Spring Term Calendar, 70-71	6
Stage Band	44, 156
Student Activities	29
Student Activity Fee	52
Student Assistantships	38
Student Body Organizations	41-44
Student Calendar	42
Student Classifications	53
Student Conduct	55
Student Financial Aid	34
Student Government	41
Student Handbook	33
Students, Handicapped	49
Student Load	55
Student Personnel Services	31
Student Publications	42
Students, Reactivated	49
Students, Transfer	47
Surveying Technology	118
Suspension, Academic	55
Teacher (see subject or field, i.e., business teacher, chemistry teacher, elementary teacher, etc.)	
Technical Program List	68
Textiles and Clothing	89
Trade, International	88
Transcript, College	48
Transcript Fee	51
Transcripts, High School	48
Transfer Students	47
Tuition	50
University Parallel List	67
Veterans Administration Benefits	52
Welfare Worker	163
Winter Term Calendar	5
Withdrawals	54
Workshops	172
Writing, Creative	131
Yearbook	42
Zoology	81

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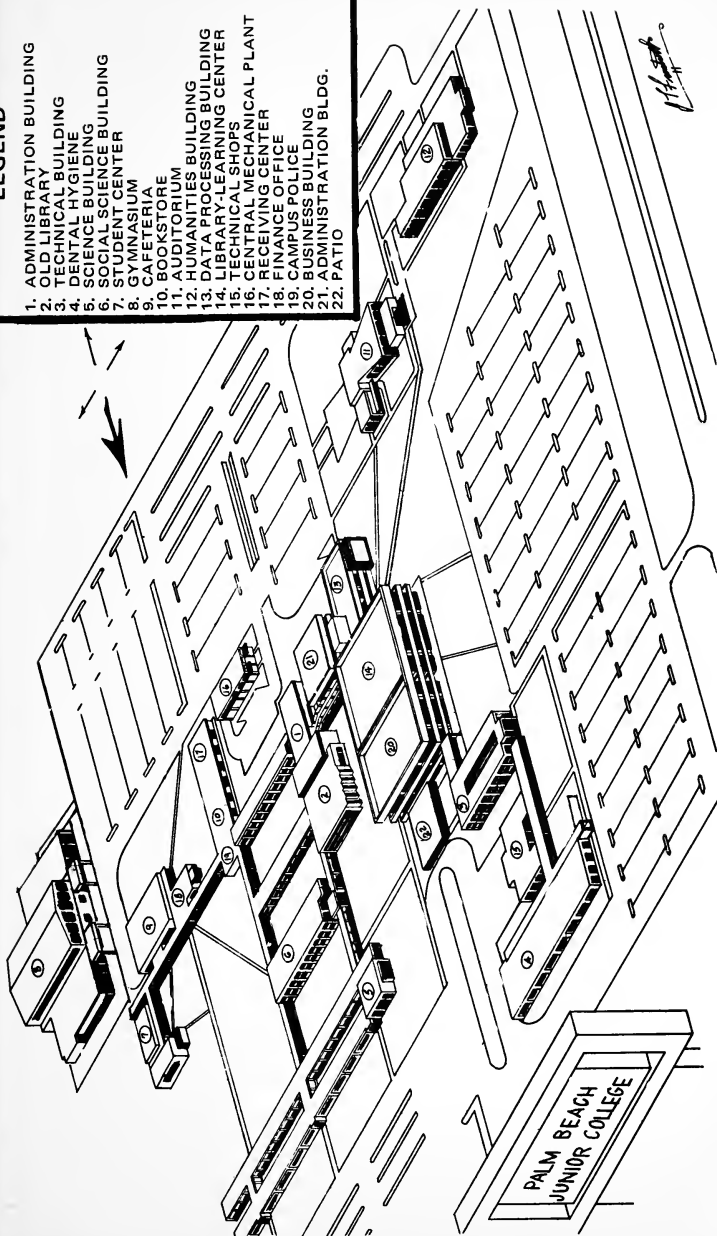
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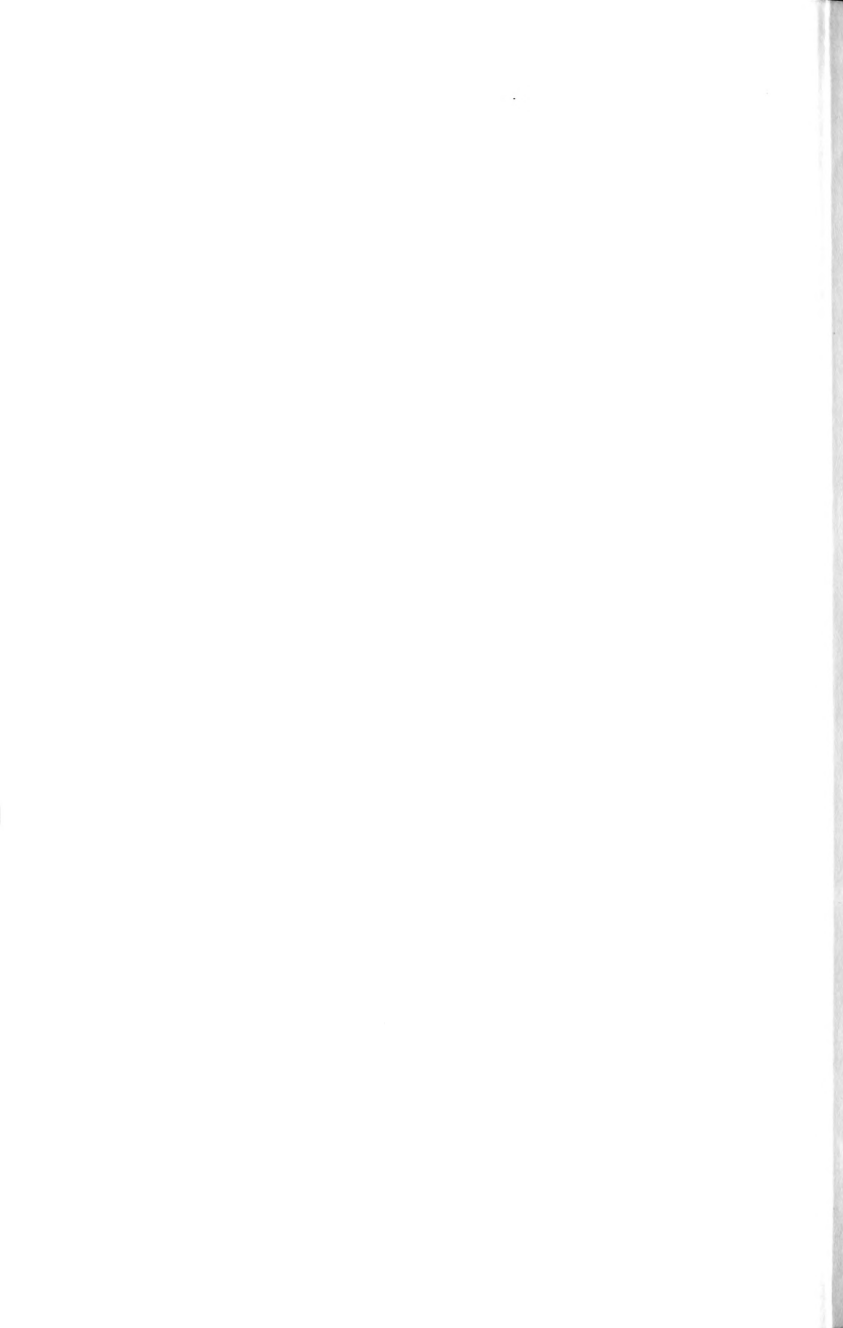
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